

WOMEN IN GOVERNANCE

Women in Governance (WiG) is a not-for-profit organization with a mission to support women in their leadership development, career advancement and access to Board seats. WiG achieves its mission through Mentoring and Governance Training programs, hosting and partnering on events featuring prominent thought leaders and speakers exemplifying the value of women in leadership, as well as, WiG's Parity Certification. The Parity Certification serves to help organizations increase the representation of women in sectors where they have historically been underrepresented, as well as in senior management positions. This innovative certification not only evaluates parity at the decision-making level of organizations, but also assesses the organization's commitment to the implementation of mechanisms that enable women at all levels of its hierarchy to achieve career advancement, thus creating a pipeline of female talent.

ROLE OVERVIEW

Reporting to the Chief Operating Officer, the Executive Assistant, Operations is responsible for performing various office and administrative tasks to always ensure the smooth running of the operations office. The Executive Assistant, Operations is responsible for supporting the COO with meeting scheduling, preparation, coordination, and other administrative functions. Additionally, the incumbent provides support with human resources related tasks.

KEY DUTIES AND RESPONSIBILITIES

1. Manage the calendar of the Chief Operating Officer (confirm appointments, book trips (hotels/restaurants), obtain visas, etc.
2. Participate in the organization of meetings, reservations, preparation of documents necessary for presentations, taking minutes of meetings etc.
3. Manage the administration of the Operations budget
4. Maintain records of personnel-related data (personal information, leaves, turnover rates etc.) and ensure all employment requirements are met
5. Support the recruitment/hiring process by sourcing candidates, performing background checks, assisting in shortlisting, issuing employment contracts etc.
6. Schedule interviews
7. Assist in ad-hoc HR projects, such as collection of employee feedback, etc.
8. Create reports using Excel for decision making; provide data analysis as maybe appropriate
9. Conduct online research as required to support new projects and initiatives
10. Manage volunteer requests.
11. Assist in the coordination and contribute to the smooth running of the various events and activities organized by Women in Governance (lunch-conferences, Galas, cocktails, etc.)

Qualifications and Requirements

Education

Office Administration Diploma. An equivalent combination of education, training and experience may be considered.

Knowledge, Skills and Abilities

- Ability to multitask, learn quickly and easily adapt to a changing environment
- Is detail-oriented, can multitask easily and have excellent organizational skills
- Ability to take on any task- no task is too big or too small
- Autonomous, resourceful and can operate under minimal supervisor
- Outstanding interpersonal
- Bilingualism – excellent spoken and written French and English
- Ability to work in a fast-paced environment
- Proficiency in Microsoft Office (Word, Excel, PowerPoint) specifically advanced Excel skills
- Managing calendars using Microsoft Outlook.

Experience

- 2-3 years of experience in an administrative role required

The above duties are representative but are not to be considered all-inclusive.