



Canadian Bureau for
International Education
Bureau canadien de
l'éducation internationale

JOB POSTING

POSITION TITLE: Executive Assistant, President's Office

SUPERVISOR: Vice President, Corporate Relations and Operations

DIVISION: Corporate Relations and Operations

LOCATION: Ottawa

This is a full-time six (6) month term position with the possibility of extension.

POSITION SUMMARY

Reporting to the Vice President, Corporate Relations and Operations and working closely with the President and CEO, Vice President, International Partnerships, and Director, Board, Member and Stakeholder Relations, the incumbent provides administrative support to the President's Office and Board of Directors. In the normal course of duties, this person will have access to confidential information and is excluded from the Bargaining Unit.

RESPONSIBILITIES

President's Office

- Coordinates all administrative work for the President
- Coordinates the President's schedule including communicating meeting dates/requirements with internal and external stakeholders and preparing background material for meetings, as required
- Answers telephone calls and places calls when requested; takes messages. Provides information or redirects inquiries to other staff when appropriate
- Designs and organizes office/filing systems and procedures; maintains files, records and other reference materials and facilitates overall management of President's office
- Inputs letters, memoranda, reports, minutes, contracts, presentations and other documents/correspondence from draft or prepared copy. Drafts e-mail messages and memos relating to the President's office and the Board of Directors
- Liaises with staff and other organizations as requested
- Maintains CBIE's Lobbyist Registration in conjunction with the Director, Board, Member and Stakeholder Relations
- Coordinates administrative matters with other members of staff, e.g. arranging meetings and items for the agenda. Ensures equipment/refreshments where required
- Gathers, collates and inputs material for inclusion in President's reports or as attachments to minutes and agendas

- Makes all travel arrangements for the President and staff travelling with the President through CBIE's travel agent or directly with airlines, hotels and other travel agencies. Prepares travel claims. Acts as liaison with other organizations in preparation of meeting itinerary and agenda. Prepares documentation relevant to trip such as visa requests, requests for travel funds. Ensures that appropriate gifts are available as required
- Researches information as requested
- Greets and provides information to visitors of the President's office

Annual Conference

- Handles logistics for the annual general meeting, sponsors reception, President's meetings with external stakeholders and other events, as required
- Prepares and issues invitations and other correspondence relating to events
- Compiles documents for meetings

Board of Directors

- Negotiates with local hotels for suitable meeting rooms and accommodation for Board meetings and makes recommendation
- Assumes primary responsibility for logistical arrangements of the Board session meetings
- Informs Board members of travel policy and directives, and arranges accommodation
- Arranges conference calls with the Board as required by the President or Board Chair
- Verifies Board expense claims and hotel bills and identifies items requiring review.

Office Administration

- Review, organize and maintain hard copies and electronic copies of CBIE contracts, Contribution Agreements and MOU's
- Define processes and procedures for retention, protection, retrieval, transfer, and disposal of physical records in storage onsite and offsite
- Administer office space. Organize any necessary moves/reorganizations of space
- Liaise with Property Management as necessary regarding physical space
- Ensure workstations/offices are set up for new employees and create name plates, as required
- Order office supplies and office furniture as necessary
- Administer and manage inbound mail, and outgoing courier services and maintain account information for service providers
- Answer and manage general information inbound telephone inquiries and updates staff directory and phone extensions, as required
- Initial point of contact for CBIE visitors

Other

- Plays a role in supporting CBIE corporate activities such as membership relations and other cross team projects and committees
- Participates in regular staff meeting/events
- Performs other duties as required.

QUALIFICATIONS

- A degree or diploma in a related area, and at least 3 years of relevant administrative experience;
- Excellent communication skills in both official languages (oral and written);
- Excellent writing skills, including preparation of professional documents
- Ability to communicate with diplomacy, tact and judgment with Board members, senior officials, member institutions, government, partners, and clients from different cultures
- Ability to take initiative and work independently
- Ability to deal with confidential matters
- Excellent attention to detail, organizational and planning skills; ability to meet tight deadlines
- Thorough knowledge of office procedures
- Strong computer skills including MS Office Suite
- Willingness to work additional hours on occasion
- General knowledge of post-secondary education in Canada and/or international education would be an asset.

CBIE offers a comprehensive benefit package which includes an attractive pension plan and group insurance program. For general information on CBIE, visit our website at www.cbie-bcei.ca.

Please send your cv and letter of interest as soon as possible, quoting Competition 17-13, to jobs@cbie.ca in either Word or PDF format or mail to CBIE, 1550 – 220 Laurier Ave. W., Ottawa, ON K1P 5Z9. The final deadline for applications is **December 1, 2017**; however, please note that we will begin reviewing cv's immediately. We thank all candidates for their interest but only short-listed candidates will be contacted.

CBIE is committed to an inclusive, barrier-free work environment and encourages applications from all qualified individuals. Workplace accommodations are available should you be contacted regarding this competition. Please advise Human Resources of any accommodation requirements which must be taken.

October 2017