

	Position: Senior Administrative Associate	Effective Date: June, 2017
	Reports To: Executive Vice President	

JOB SUMMARY:

Provides day to day administrative support to Vice Presidents.

MAJOR RESPONSIBILITIES:

Proactively takes ownership of managing administrative support for VPs by:

- Managing schedules, arranging meetings and teleconferences;
- Screening calls;
- Managing e-mail and responding to invitation requests;
- Undertaking specific research at the request of the VPs;
- Formatting and quality control of correspondence, memoranda and reports;
- Managing all logistical arrangements for the VPs' travel and engagements;
- Preparing, reconciling and managing the payment of the VPs travel expenses;
- Developing and maintaining a tracking system for the management of deadlines on ongoing priorities and any follow up work required on them or any other matter assigned by the VPs;
- Updating VP contact lists;
- Proactively identifying requirements for briefing materials and deadlines for them; and
- Drafting routine correspondence and messages.

ADDITIONAL RESPONSIBILITIES:

- Acts as back up to the Executive Assistant to the Executive Vice President;
- Any other related duties, as assigned by VPs or EVP.

MINIMUM QUALIFICATIONS:

- 5 or more years related experience;
- Advanced word processing skills.

Bilingualism is an asset.

BEHAVIORAL:

Demonstrated ability to:

Work effectively and productively with others;

Be agile in juggling priorities and adapting to change;

Communicate clearly and succinctly in oral and written interaction;

Build rapport and relate well to peers, superiors, and stakeholders;

Utilize logical, systematic and orderly procedures to meet objectives.

DOCUMENT APPROVAL

Susan Scotti
Executive Vice President

Date

Date