



## Executive Assistant

### About the role

The **Executive Assistant** provides high-level administrative support to the executive team, managing a broad range of duties to facilitate seamless workflow, effective communication, and the efficient running of executive operations. This role involves scheduling, organizing meetings, preparing reports, minute-taking, and creating PowerPoint presentations, as well as working closely with senior management to support strategic goals. This is a full time permanent role.

### Who we are

Advocis, The Financial Advisors Association of Canada, is the association of choice for financial advisors and planners. With more than 7,500 members across the country, Advocis is the definitive voice of the profession, advocating for professionalism and consumer protection. Professional financial advisors and planners are critical to the economy, helping consumers make sound financial decisions that ultimately lead to greater financial stability and independence. Advocis works with decision-makers and the public, stressing the value of financial advice and striving for an environment in which all Canadians have access to the advice they need. For more information about Advocis visit our website at [www.advocis.ca](http://www.advocis.ca).

### About the opportunity

- **Administrative Support:** Manage calendars, schedule meetings, book travel, and organize logistics for the executive team.
- **Meeting Coordination and Minute Taking:** Prepare agendas, coordinate meetings for the Board and executive committees, accurately document minutes, and distribute meeting notes promptly. Ensure follow-up on action items.
- **Presentation Preparation:** Create and edit PowerPoint presentations for Board meetings, executive reviews, and other critical engagements, ensuring alignment with branding and messaging.
- **Communication & Correspondence:** Manage email and phone communication, draft and edit correspondence, and act as a point of contact for internal and external stakeholders.
- **Document Management:** Organize and maintain records, documents, and files to ensure easy retrieval and secure storage of sensitive information.
- **Project Support:** Assist with special projects and initiatives, conducting research, preparing reports, and tracking timelines and deliverables.
- **Confidentiality & Professionalism:** Maintain discretion and uphold a high standard of professionalism in all interactions.
- Provide additional administrative support to the Chief Executive Officer, as required

### Who we're looking for

- **Education:** Bachelor's degree in business administration or related field, or equivalent experience.
- **Experience:** 5+ years of experience in an executive or administrative support role, ideally within a corporate or Board setting.
- Detail-oriented, proactive, and highly organized.
- Ability to work independently and as part of a team.
- Demonstrates a high degree of discretion and professionalism in handling confidential information

**Skills:**

- ❖ **Minute Taking:** Expertise in capturing key discussion points, decisions, and actions in Board and executive meetings with accuracy and professionalism.
- ❖ **Presentation Skills:** Proficient in creating PowerPoint presentations with a focus on visual clarity, data visualization, and executive-level messaging.
- ❖ **Communication:** Strong written and verbal communication skills, including the ability to draft polished correspondence and communicate effectively with C-suite and Board members.
- ❖ **Organization & Prioritization:** Exceptional ability to manage multiple priorities, meet deadlines, and maintain accuracy in a fast-paced environment.
- ❖ **Tech Proficiency:** Advanced knowledge of Microsoft Office Suite (Word, Excel, PowerPoint, Outlook) and video conferencing tools.

**Preferred Skills:**

- ❖ Familiarity with board governance principles and procedures.
- ❖ Experience with document management systems.
- ❖ Project management experience.

**What we can offer you**

- Opportunities for professional growth and career development
- A collaborative team environment where everyone has an impact and is empowered to speak up
- A competitive salary and flexible vacation & work arrangements.
- Great benefits: extended health, dental, life, disability, and pension.

**To Apply:**

Interested qualified applicants should e-mail their cover letter and resume to [resume@advocis.ca](mailto:resume@advocis.ca).

*We are committed to inclusive and accessible employment practices. Please advise human resources when contacted, if you require any accommodation measures to fully participate in our application or hiring processes. Information received relating to accommodation measures will be addressed confidentially.*