



Executive Assistant

With over 130 years of experience, Edge Mutual strives to be the leading provider of innovative insurance products, delivered with quality service to Rural Ontario. We serve and protect our mutual policyholders through insurance products that reflect the needs of today and tomorrow.

We are currently recruiting for an Executive Assistant, reporting to the President & CEO, the Executive Assistant is accountable to the Board of Directors, President & CEO, and Management Team.

Key Accountabilities

- Perform all duties of a confidential administrative assistant to the President/CEO, including the scheduling of appointments and meetings (both in-person and virtually via MS Teams)
- Prepare a wide variety of reports, statements, contracts, compose routine and moderately complex confidential correspondence, slide presentations and other reports
- Coordinates Annual General Meeting for the organization
- Maintain and continuously monitor action plans and activities delegated to others by the President/CEO
- Organize and attend Board/Committee meetings and take minutes as needed
- Maintain web-based resources posted for the Board of Directors and Staff
- Coordinate the maintenance of office equipment, stationery, supplies, needed at the Board/CEO level
- Plan and facilitate staff and Board events including venue selection, invitations, registrations, booking of entertainment, catering, decoration, etc.
- Provide a wide array of support services on behalf of the Board, President/CEO, and the Management Team including conference registrations and travel arrangements
- Proactively identify new ways to add value and improve administrative productivity on behalf of the Board, President/CEO, and Management Team
- Coordinate the purchasing of promotional merchandise

Qualifications

- College or University Diploma
- Excellent oral and written communication skills
- Strong computer skills using Windows 10, managing calendars in Outlook as well as being highly proficient using MS Teams and MS Office products (Word, Excel, Powerpoint)
- A high level of professionalism, integrity, respect and confidentiality is a must
- Ability to prioritize and adapt to a changing environment
- Ability to exercise flexibility, initiative, good judgment and discretion
- Pride of ownership over assigned responsibilities
- Follow-up and ensure closure on a wide variety of tasks with minimal supervision

**Experience/Competencies**

- Minimum of 5 years of experience in an administrative / professional support function in an office environment including senior leaders
- Experience with administrative SaaS, website content management systems (CMS) or SharePoint is a plus

What We Offer

- A stable environment with core values that include professionalism, respect, integrity, dependability and excellence
- Ongoing skills development with subsidies for tuition and professional accreditation
- A generous defined benefit pension plan
- Incentive compensation benefits where excellence is financially rewarded

If you have the qualifications we are seeking, please submit your resume and cover letter to:

www.edgemutual.com/apply

---Submission Deadline: October 31, 2021---

We thank all those who apply but only those selected for an interview will be contacted.