



Executive Assistant (EA) to Chief Executive Officer (CEO)

Permanent Full-Time

Annual Compensation: Competitive Compensation and Benefits Package

Location: Downtown Toronto, Financial Core (King & University)

ABOUT THE ONTARIO PHARMACISTS ASSOCIATION:

The Ontario Pharmacists Association (OPA) is Canada's largest advocacy organization, continuing professional development and drug information provider for pharmacists. OPA represents the views and interests of 10,000+ pharmacy professionals – pharmacists, pharmacy technicians, interns, pharmacy students and technician students – in all practice settings across Ontario. We are committed to evolving the pharmacy profession, and advocating for excellence in practice and patient care. By leveraging the unique expertise of these pharmacy professionals, enabling them to practice to their fullest potential, and making them even more accessible to patients, OPA works in the pursuit of excellence in patient care while driving health system efficiency and effectiveness. www.opatoday.com

Executive Assistant to CEO

Reporting to the CEO, the Executive Assistant (EA) will provide a wide-range of administrative support primarily to the CEO, but also to the Board of Directors, Board Committees, and Senior Executive Team on an ad-hoc basis. This position requires a high degree of initiative and judgement in order to anticipate and initiate appropriate action.

The Executive Assistant will work closely with the CEO in all areas of the association's executive administrative support and governance.

Responsibilities:

Manages the **administrative functions** of the CEO's office including, but not limited to:

- Responsible for the day-to-day professional administration / management of the CEO's office; provide the highest level of administrative support to the CEO in carrying out his/her duties as CEO and as Secretary to the Board.
- Screens calls and correspondence; prepares draft correspondence on behalf of the CEO.
- Keeps CEO apprised of itinerary, action items, and relevant business issues.
- Manages CEO's calendar; makes appropriate informed decisions regarding available time taking key goals and business priorities into account.
- Maintains confidential and sensitive files for the CEO.

- Manages travel arrangements for the CEO and other parties, as required; ensures details are clearly outlined; provides appropriate support materials.
- Arrange for meeting refreshments and meals, as required.
- Ensures the effective and timely flow of information to and from the Executives to the CEO and to the Board on behalf of the CEO.
- Handles timely flow of information that pertains to association matters, stakeholders, business strategy, and general administration.
- Prepares and edits correspondence (i.e. letters, e-mail communications, memos, reports, presentation decks, executive summaries, and/or any other documents or materials necessary) as determined and assigned by the CEO.
- Develops and maintains an effective filing and documentation system (electronic and/or paper).
- Prepares CEO's expense reports, and reviews expense reports submitted by Board of Directors, Committee Members or any other member of the Senior Executive Team for CEO approval; prepares CEO office related invoices and contracts for CEO review and approval.
- Other duties as assigned by the CEO.

Manages the administration of the **governance related functions** including, but not limited to:

- Responsible for the preparation of agendas, meeting packages, briefing notes, recording and minute preparation for the Board of Directors and assigned Board Committees in a timely fashion and dissemination of material electronically via the online governance portal.
- Responsible for scheduling, coordinating and providing continuous support during Board events including Board and assigned Committee meetings, Annual General Meeting, Board of Director elections, new director orientation, strategic planning sessions, special request / events and corporate events.
- Anticipates needs and makes any necessary arrangements for the successful flow of events and meetings.
- Attends Board and assigned Board committee meetings, records minutes, takes notes, action items, and follows-up accordingly.
- Responsible for maintaining the official records and minutes, ensuring legal compliance and availability upon request to authorized individuals.
- Manages online governance portal.
- Provides support to the Board Chair and Directors on behalf of the CEO, demonstrating sound, judgement and thorough understanding of Board policies, procedures, and corporate by-laws.
- Participates in the regular review of by-laws and facilitates education and orientation to new Board Members and Directors pertaining to the governance of the association.
- Assists in the preparation and implementation of governance related policies, mandates, charters, workplans, and other governance procedures.
- Coordinates and supports Board of Director election campaigns, annual Board and Committee evaluations, and related governance processes.
- Other duties as assigned by the CEO.

Qualifications & Experience:

- Post-secondary degree in administration or related field or an equivalent combination of work experience and education.
- Minimum of 5-7 years of Executive Assistant experience, preferably for a CEO or a Senior Executive, including Board of Directors and governance related experience.

- Experience in a membership association, knowledge and experience in the healthcare and/or government sector experience are definite assets.
- Highest degree of privacy and confidentiality; a sense of integrity and discretion are required.
- Mastery of spoken and written English is required.
- Superior interpersonal and communication skills; able to build and maintain relationships with stakeholders, Board of Directors, employees, industry associations, and other stakeholder groups and individuals.
- Communicates with clarity, in writing, verbally and one-on-one or group situations, or over the telephone.
- Superior organizational and executive administrative skills are required.
- Positive energy and a professional demeanor at all times displaying tact, diplomacy and discretion in dealing with stakeholders including senior Government officials, Members and all levels of staff.
- Ability to work with numbers an asset.
- Proficient in minute taking, preparing minutes, and tracking action items.
- Demonstrated and proven technical competence with MS Office (Word, PowerPoint, Excel, and Outlook); familiarity with online document management portal (Board Effects) an asset.
- A high level of attention to detail, keen on the accuracy, validity, and verifiability of information sources, and follow-up is required.
- Ability to perform, make decisions and problem solve under pressure; exercising initiative and sound judgment.
- Possess ability to be disciplined, self-motivated, able to work under minimal supervision.
- Exceptional degree of organizational, planning, and time management skills.
- Proactive – anticipates and initiates action to meet needs.
- Comfort with tight timelines is required.
- Willingness and ability to work flexible hours including evenings and weekends as required (e.g. Annual General Meeting planning).

Candidates should send a resume, cover letter, compensation expectations, and availability to CEO@opatoday.com. Only those candidates selected for an interview will be contacted. No phone calls please.