



Executive Assistant

As Executive Assistant to the Senior Vice-President of Payment Systems Canada & Manufacturing, you will be many things. Organizer. Communicator. Liaison. Master planner. Overseer. But over time you will come to be one thing above all others...a trusted advisor.

Acting as the SVP's aide-de-camp in a fast paced environment, you will work diligently behind the scenes to ensure that she is always up-to-speed, assessing the myriad of internal and external demands and cutting through the chaff to prepare a daily prioritized action item list. In effect, it will be your job to see the trees so that the SVP can focus on the forest. You will also be expected to assist with the SVP's communications so the ability to write and speak with clarity and brevity is essential. You are the kind of person who typically shuns the spotlight, but aren't afraid to step into it when required, as may be the case when you are tasked with facilitating critical meetings or assuming oversight or control of special projects or initiatives.

Much will be asked and expected of you, but the rewards will be great. You will be exposed to our senior executives and board members and gain an up-close and personal understanding of the leadership, strategic thinking and decision-making processes that underpin our company's continued success. You will develop a cross-functional skillset that will encompass strategic, operational and financial aspects of our company, providing you with a general management perspective that will position you for future management opportunities.

PERFORMANCE OBJECTIVES

- Working with pre-determined guidelines, you will vet and prioritize incoming correspondence and requests, ensuring the SVP receives all relevant communications in a timely manner while minimizing her exposure to superfluous items that could be delayed or deferred and/or delegated to managers.
- In conjunction with the SVP, you will work to determine what role you will play in outgoing communications (outlining, researching, drafting, fact-checking) and then prepare and dispatch correspondence or communiques, following up with recipients as necessary.
- You will manage and coordinate the SVP's calendar; organizing and scheduling meetings, establishing and confirming meeting objectives with participants, as well as researching and developing backgrounders on meeting topics as necessary. You will also attend meetings and capture the key takeaways, create detailed summaries and follow-up on identified next steps with participants.
- Projects are omnipresent at CBN so you will develop and maintain an inventory of all projects in which the SVP is involved or has a vested interest, reporting on their status and providing updates on any variations to schedule, scope or cost. As you progress in the role you will be tasked with

leading special projects, working with internal and external stakeholders to scope, plan and execute them successfully.

- No matter what the initiative or project, issues always arise. With the knowledge of our business and our internal capabilities that you have acquired over your first year, you will proactively identify and address these issues before they can impact any of the SVP's objectives, presenting her with alternative approaches and recommendations.

Our ideal candidate will have 5 years' experience as an executive assistant and experience in project management , along with well-developed general business acumen. The ability to operate with tact and diplomacy is essential, as is an unquestionable code of personal ethics. Persuasion and conflict-resolution skills will be considered great assets. Eligibility for Government of Canada Secret Level clearance is must. Closing date: December 6, 2018.

Join the CBN team

At CBN, we offer a range of training and development programs to help you take your career forward. Our employees also enjoy a comprehensive benefits package including pension, health and dental benefits, in-house athletic facilities and free parking. Our commitment to exceeding our customers' expectations means we're always looking for talented people.. Contact our recruitment staff at careers@cbnco.com to talk about joining our team. Check out our website <https://www.cbnco.com/careers/opportunities/>