



Talent Search

Your Opportunity: Executive Assistant

At [Sovereign](#), we believe your experience matters. This is our promise to not only our clients but to our employees as well, because we know the strength of our company starts with our people. The smart, curious and collaborative people who bring their whole heart and passion to work each day. But you can't pour from an empty cup; we take care of the well-being of our people so that they are inspired to protect Canadian businesses and the lives, families and communities we impact. Join us and begin shaping your experience at Sovereign.

Sovereign is looking for a professional, efficient, highly organized, collaborative team member to provide dedicated support to assigned members of our Senior Management Team (Executive) and select Assistant Vice Presidents (AVPs). The successful candidate will have excellent communication skills, use discretion, and will take initiative while providing administrative support in a professional, trustworthy, confidential manner.

What you're responsible for:

- Coordinating logistics of attendance at various meetings, seminars, workshops, special projects or events as needed.
- Assisting and collecting required information for the preparation/distribution of documents, reports, correspondence, meeting minutes, agendas and presentation materials.
- Administrating and reconciling of personal/business expenses and vendor payments including travel, memberships, educational credits as required.
- Supporting and understanding the monthly, quarterly and year-end financial and planning processes.
- Liaising with internal and external business teams, consultants or service providers on tasks or Financial, Claims or Operations projects as assigned.

What to expect:

- Bilingualism in English and French is an asset.
- You will be subject to a Criminal Record and Consumer History background check as a condition of employment, in the event you are the successful candidate.

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To be successful:

- You thrive on delivering our exceptional client experience through positive and engaging relationships; embracing accountability to achieve effective results.

- You ensure your day to day actions are in harmony with the company's purpose, vision, and values even when challenged.
- You are open and adaptable to changing conditions with a natural curiosity to explore new opportunities or innovations.
- You value cooperative and collaborative dialogue because diverse perspectives offer more creative and productive solutions.

To join our team:

- 7 – 10 years of progressive administrative experience, with prior experience supporting senior executives.
- Strong working knowledge of Word, Excel, PowerPoint, Outlook and Prezi.
- Insurance and/or financial experience would be considered an asset.

What we Offer:

- The opportunity to take on challenging work and contribute your expertise, creativity, and passion in meaningful ways.
- A comprehensive total rewards package, including competitive salary, bonus, paid time off, pension and benefits.
- A holistic approach to your well-being, with physical and mental health programs and flexible work options.
- The opportunity to work on an inclusive team who inspire each other to explore and achieve what's possible.
- An organizational commitment to sustainability and charitable giving; positively impacting the social, environmental and economic well-being of Canadian businesses, families and communities.