



## JOB OPPORTUNITY

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**POSITION: Executive Coordinator to the CEO**

**LOCATION: Hensall**

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Hensall Co-op is seeking a dynamic individual to become an integral part of our leadership team. This position is full time and will report to the Chief Executive Officer.

### **Job Duties and Responsibilities:**

- Manage the CEO's calendar, activities and update the CEO on upcoming and ongoing obligations
- Act as CEO's liaison to the Board of Directors and Executive team, attending meetings, taking minutes, and preparing materials for Board reports
- Ensure the timely preparation and presentation of materials with external and internal meetings
- Review the CEO's email communications and assist in providing timely responses
- Work with the Executive team, management, and staff teams to prepare CEO for meetings, presentations, and events, including follow up of action items
- Organize CEO travel arrangements and expenses
- Prepare briefing memos and updates for the CEO on outstanding projects, identify issues, develop contingencies, and suggest remedies
- Assist and manage projects which may include PR, securing speaking engagements, personnel, or organizational development initiatives
- Support the CEO in dealing with confidential organizational matters
- Collaborate with the CEO to foster a success-oriented, positive, high integrity organizational culture
- Perform financial record keeping and data entry, create invoices, correspondence, CRM database management and work on special projects
- Oversee day-to-day office management for the CEO and the Executive team

### **Job Requirements:**

- Commitment to the vision and mission
- Strong sense of accountability, integrity, and ability to handle visible responsibilities
- Ability to take initiative and act independently
- Attention to detail with high professional standard on all work
- Excellent interpersonal and communication skills
- Proven ability to handle confidential information with discretion, be adaptable to various competing demands, and demonstrate the highest level of customer/member service and response

### **Required Qualifications:**

- Bachelor's Degree is required or equivalent work experience
- 2-5 years' experience in a related field would be considered an asset

**If you are interested in applying for this position, please submit your cover letter and resume to:**

**Human Resources Department**

**Email: [job@hdc.on.ca](mailto:job@hdc.on.ca)**

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Hensall Co-op is committed to employment equity and encourages members of the four designated groups to apply. Accommodation will be made upon request.