

13 MONTH MATERNITY LEAVE - While our EA is home looking after her new baby, can you look after her work babies?

We need to find a professional Executive Assistant who has experience in Human Resources. Someone who is a team player and loves to love their job – someone who wants to take over the care of our Senior VP in HR for 13 months.

RESPONSIBILITIES:

Reporting to the Senior Vice President, HR, the successful candidate will:

- Provide administrative support to the corporate HR group
- Maintain paper and on-line files utilizing restricted HR folders and Sharepoint systems
- Prepare high-quality internal and external documents and reports using MS Office software (Word, Excel, Visio)
- Prepare, code and document invoices and expenses for all expenses managed through the corporate HR group
- Arrange travel through outside travel agents, prepare itineraries and complete expense reports
- Coordination of business meetings and conferences encompassing agendas, travel arrangements, etc.
- Coordination of and responsible for meeting minutes for Management Pension Committee meetings
- Coordinate and/or support various corporate HR programs such as service award program and employee flu vaccinations
- Assist with management of outside employee relocation and immigration service vendors
- Manage and maintain documentation for a variety of annual programs/projects including HR information required for insurance renewal
- Preparation of PowerPoint presentations
- Manage job postings on corporate website
- Maintain and post corporate organizational charts
- Maintain Outlook calendars and whereabouts for HR group
- Book appointments, organize and schedule meetings, receive and direct visitors
- Photocopying and general office and administrative duties as required

COMPETENCES AND SKILLS REQUIRED:

- Proven track record in an Assistant position requiring a high degree of professionalism and confidentiality, strong organizational skills, and good attention to detail with a high degree of accuracy
- Post secondary degree/diploma in Business Administration or Office Administration
- A high level of proficiency with Microsoft Office suite of products and Microsoft SharePoint
- Strong interpersonal and communication skills
- Flexible and capable of working in a dynamic fast pace environment
- Ability to speak and write Spanish and/or French would be an asset

We thank everyone for their interest in this position. Due to time constraints, only those candidates that are being short listed will be contacted for an interview. All other resumes will be kept on file for future opportunities - so don't be surprised if we call you down the road!!

Please send your resume to Nicole Bradfield at nbradfield@pgstaff.com

The Placement Group is proud to launch our new look and our new website Wednesday, Feb. 1st!! Be sure to check us out at www.pgstaff.com