



Indigenous.Link

Canada's fastest growing Indigenous career portal, Careers.Indigenous.Link is pleased to introduce a new approach to job searching for Indigenous Job Seekers of Canada. Careers.Indigenous.Link brings simplicity, value, and functionality to the world of Canadian online job boards.

Through our partnership with Indigenous.Links Diversity Recruitment Program, we post jobs for Canada's largest corporations and government departments. With our vertical job search engine technology, Indigenous Job Seekers can search thousands of Indigenous-specific jobs in just about every industry, city, province and postal code.

Careers.Indigenous.Link offers the hottest job listings from some of the nation's top employers, and we will continue to add services and enhance functionality ensuring a more effective job search. For example, during a search, job seekers have the ability to roll over any job listing and read a brief description of the position to determine if the job is exactly what they're searching for. This practical feature allows job seekers to only research jobs relevant to their search. By including elements like this, Careers.Indigenous.Link can help reduce the time it takes to find and apply for the best, available jobs.

The team behind Indigenous.Link is dedicated to connecting Indigenous Peoples of Canada with great jobs along with the most time and cost-effective, career-advancing resources. It is our mission to develop and maintain a website where people can go to work!

Contact us to find out more about how to become a Site Sponsor.

Corporate Headquarters:

Toll Free Phone: (866) 225-9067

Toll Free Fax: (877) 825-7564

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Job Board Posting



Careers.Indigenous.Link

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Administrative Assistant, Global Banking and Markets (Bilingual) - Montreal

Job ID	199046-en_US-6045	
Web Address	https://careers.indigenous.link/viewjob?jobname=199046-en_US-6045	
Company	Scotiabank	
Location	Montreal, QC	
Date Posted	From: 2024-06-19	To: 2050-01-01
Job	Type: Full-time	Category: Finance

Description

Requisition ID: 199046

Join a purpose driven winning team, committed to results, in an inclusive and high-performing culture. Global Banking and Markets (GBM) is a leading Canadian Capital Markets and Investment Banking business with a growing platform in the US and Latin America, operating globally for over 100 years. Scotiabank's strong U.S. presence provides our clients an important bridge to this key global market for trade and investment flows across the Americas and the world. Global Banking & Markets provides a full range of investment banking, credit and risk management products and services relevant to the financing and strategic development needs of our clients. Our products include debt and equity financing, mergers & acquisitions, corporate banking, institutional equity sales, trading and research, fixed income products, derivatives, energy, foreign exchange and precious & metals. We also cross-sell the full range of wholesale products and services offered by the Scotiabank Group. Be part of an innovative, Global Capital Markets and Investment Banking business with a unique geographic footprint that puts capital to work for our clients across industries! We work together to drive ambition for every future!

Purpose
Contributes to the overall success of Corporate and Investment Banking (CIB) team within Scotiabank's Global Banking & Markets Division (GBM) in Canada, by providing high quality administrative support to assist in the execution of our business. The Admin Assistant ensures all activities are in compliance with governing regulations, internal policies and procedures and will build strong partnerships across the Bank to provide support for the team.

What You'll Do:

- Responsible for prioritizing workload to ensure the group's objectives and deadlines are met. Acts as a culture carrier, monitoring adherence to policies and escalating as required.
- Establishes sound business relationships by providing courteous and efficient assistance to both internal and external clients.
- Champions a high-performance environment and contributes to an inclusive work environment
- Assumes ad hoc projects as they arise in support of management, including the gathering and compiling of data from various sources for weekly meetings, organizing and managing logistics for client events (including venue booking), researching and tracking key client dates (AGMs, quarterly IR calls, etc.) and ensure team is assigned to attend / call-in, etc.
- Responsible for drafting and/or reviewing communications for distribution to executive level management.

Client Related Support

- Calendar management: Coordinates team schedules and arranges client meetings as requested. Coordinates logistics of meetings, including room bookings and requesting technical, audio-visual and catering support as required.
- Travel: Arranges and coordinates travel including international travel, schedules and follows up on reservations and itineraries, Travel visas (where required), etc.
- Expense Management: 1. Compiles receipts and prepares extensive expense reports for approval and payment, ensuring timely completion and proper client coding. 2. Prepares and submits invoices to Accounts Payable for processing. Follows up with AP regarding outstanding items.

- Client Interactions: Assists with maintenance of client-related data (names, titles, contact details, etc --using both Excel and Salesforce), update of client call reports, etc.
- Client Events: Arranges and coordinates client events including but not limited to booking, planning, liaising with clients for invitations and following up.
- Client files/ materials: Organizes, copies and maintains administrative files, correspondence and other records/materials as required. Assists with pitch book binding if required, using in-house binding system
- Office phones: Answers and screens telephone calls on a multi-line system, arranging conference calls and videoconferencing using Scotia preferred vendors

Business Management/ Admin Team Support

- Assist with onboarding and offboarding of new/terminated employees, coordinating with HR, Technology and Facilities
- Point of contact for visiting staff. Pre-registers all guests, including employees from other locations. Assumes local support including assigning office passes, desk space, room bookings, etc.
- Acts as an alternate resource/backup for the other Administrative Assistants during lunch hours, breaks, end of day, illness and other absences, and shares in Admin Team responsibilities to support sector team and CIB business
- Comprehends and adheres to policies implemented by the Global team; coaches and ensures CIB team has support to evidence they are in compliance with policies and procedures
- Actively pursues effective and efficient operations of his/her respective areas, while ensuring the adequacy, adherence to and effectiveness of day-to-day business controls to meet obligations with respect to operational risk, regulatory compliance risk, AML/ATF risk and conduct risk

Work Arrangement:

This position is currently a hybrid role, with the expectation that you will work at least 3 days a week in the office. Please note that this is subject to change based on the needs of the business.

Interested? If your experience is closely related but doesn't align perfectly with every qualification, we do encourage you to apply - you might be the right candidate for this or other roles at Scotiabank!

At Scotiabank, every employee is empowered to reach their fullest potential, respected for who they are and, embraced for their differences. That's why we work to grow and diversify talent and engage employees in a performance-oriented culture. What's in it for you? Scotiabank wants you to be able to bring your best self to work and life, every day. With a focus on holistic well-being, our many flexible benefit programs are designed to help support your unique family, financial, physical, mental, and social health needs. Pursuant to a language needs assessment conducted by Scotiabank, the successful candidate will be required to be able to communicate in English in addition to French because they will be required to work closely with other groups from head office who operate primarily in English, they will report to a manager from head office who is an English speaker, and/or they will serve and English-speaking clientele. Location(s): Canada : Quebec : Montreal

Scotiabank is a leading bank in the Americas. Guided by our purpose: "for every future", we help our customers, their families and their communities achieve success through a broad range of advice, products and services, including personal and commercial banking, wealth management and private banking, corporate and investment banking, and capital markets.

At Scotiabank, we value the unique skills and experiences each individual brings to the Bank, and are committed to creating and maintaining an inclusive and accessible environment for everyone. If you require accommodation (including, but not limited to, an accessible interview site, alternate format documents, ASL Interpreter, or Assistive Technology) during the recruitment and selection process, please let our Recruitment team know. If you require technical assistance, please click here. Candidates must apply directly online to be considered for this role. We thank all applicants for their interest in a career at Scotiabank; however, only those candidates who are selected for an interview will be contacted.

For more information, visit Scotiabank for Administrative Assistant, Global Banking and Markets (Bilingual) - Montreal