



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:

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Job Board Posting



Careers.Indigenous.Link

Date Printed: 2024/05/08

Executive Assistant (Temporary Full Time Assignment / Hybrid)

Job ID 161890-en_US-7234

Web Address

https://careers.indigenous.link/viewjob?jobname=161890-en_US-7234

Company Scotiabank

Location Toronto, ON

Date Posted From: 2022-09-29 To: 2050-01-01

Job Type: Full-time Category: Finance

Description

Requisition ID: 161890

Join a purpose driven winning team, committed to results, in an inclusive and high-performing culture. Looking for a hybrid role We have the job for you! Our employees in hybrid roles can alternate between work from home & onsite in the office with the details to be determined, based on business needs. The team: The mandate of Scotiabank's Global Technology Services (GTS) is to integrate support for enterprise platforms across infrastructure, employee services and shared foundational services. We bring innovation & value to the Bank's Operations and Corporate Functions with confidence and reliability. The role: This is a temporary full-time assignment that's currently scheduled to end on June 30, 2023. The Executive Assistant is responsible for providing senior administrative support to a Senior Vice President (SVP) in downtown Toronto. You will contribute to the overall success of the department by ensuring specific individual goals, plans and initiatives are delivered in support of the team's performance-oriented culture and business objectives. Key Accountabilities: 1. Support SVP in day-to-day management of their schedules by:

- Establishing and co-ordinating calendars.
- Arranging/scheduling appointments and travel arrangements.
- Anticipating scheduling conflicts / problems and providing alternatives.
- Acting on email requests received on behalf of the SVP.

2. Organize meeting / conference facilities by:

- Assessing and seeking out the most appropriate venue for meetings based on size, type and attendees.
- Arranging bookings and equipment/materials for conference rooms.
- Meeting with outside service providers (conference centers / hotels / caterers) and making recommendations on facility alternatives.
- Overseeing arrangements, ensuring smooth execution and assessing outcomes for future reference.

3. Support the SVP and extended team with correspondence by:

- Co-ordinating and facilitating the release of significant communications or launches by liaising

between groups, both internal and external, to ensure timely delivery of materials & projects.

- Preparing presentations from written material / rough drafts.
- Sorting and organizing incoming and outgoing mail.
- Dealing with correspondence as appropriate (responding, delivering, filtering).
- Producing material from written copy / rough notes (i.e., letters, memos, reports).
- Proofreading work /output against source documents.
- Setting up and maintaining filing & database systems.

4. Provide administrative support by:

- Monitoring / ordering / storing stationery supplies, including arranging for off-site storage and destruction of files / records.
- Gathering statistical information, presenting in organized formats and conducting simple analysis.
- Formatting and producing reports and spreadsheets.
- Maintaining records and information to ensure and control security access.
- Manages all building & service-related issues and submits requests for repairs/installations and collections.
- Responds to requests for technical assistance relating to standard software issues.

5. Assist in maintaining the SVP / department's expense and other budgets by:

- Preparing entries / transactions and supporting documentation to process payments.
- Recording and documenting data to track, monitor and control expenses.
- Providing supporting information, such as statistical reports, to management to support decisions.

Do you have the skills that will enable you to succeed in this role

- You have at least 5+ years of working experience as an Executive Assistant in a large company / organization, supporting one or more technology and/or business executives.

- You possess strong verbal/written communication skills in English. The same in Spanish is an asset.

- You can demonstrate a strong proficiency in the use of Microsoft Office suite of products, including Word, Powerpoint, Excel, Outlook, Teams & Lync).

- You are unflappable under pressure in a fast-paced environment.

- You possess attention to detail & can be counted on to be highly organized.

- You possess a highly professional demeanour, which includes a high level of discretion when dealing in confidential matters.

- A strong asset to have experience in supporting executives in the banking/financial services or technology industries.

- Post-secondary education and/or completion of a Certificate in an Executive Assistant / Administrative Assistant program is highly desired.

What's in it for you

- We offer a competitive annual base salary, including a performance bonus, paid vacation, paid sick days & limited employee banking privileges.

- When required onsite, our primary location in Toronto is:

- Located steps from TTC's King 504 streetcar stop, which gets you to TTC's Line 1 subway stops at King or St. Andrew stations, and its connection to GO Transit/VIA Rail hub at Union Station. Also located steps from TTC's 511 Bathurst streetcar stop, which is a transfer point

from TTC's Line 2 subway stop at Bathurst station.

- If you really want to drive to work, it's minutes away from the Gardiner Expressway / Lakeshore Boulevard West.

- Our location has a lunch room with TV screens, fridges, microwaves & vending machines. It's also in a dynamic & flourishing neighbourhood that is home to many nearby top Toronto restaurants/bars & fast-food options. Nearby amenities include a running club, florist, pharmacy, convenience stores, supermarket, LCBO, coffee shops.

#scotiatechnology#LI-hybridLocation(s): Canada : Ontario : Toronto

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 Executive Assistant \(Temporary Full Time Assignment / Hybrid\)](#)