



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.Link's 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.

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Job Board Posting



Careers.Indigenous.Link

Date Printed: 2024/05/05

Administrative Assistant

Job ID	226915-en_US-4610
Web Address	https://careers.indigenous.link/viewjob?jobname=226915-en_US-4610
Company	Rogers
Location	Toronto, ON
Date Posted	From: 2021-07-27 To: 2050-01-01
Job	Type: Full-time Category: Telecommunications

Description

At Rogers, we connect Canadians to a world of possibilities and the memorable moments that matter most in their lives. Every day we wake up with one purpose in mind. To bring loved ones together from across the globe. To connect people to each other and the world around them. To help an entrepreneur realize their dream. A sports fan celebrate a special moment. Because we believe connections unite us, possibilities fuel us, and moments define us.

As we grow our team, the well-being of our team members remains our top priority. To ensure the health and safety of our team members, including those in the recruitment process, our team members are temporarily working from home.

The Administrative Assistant will be required to provide confidential and discretionary support to the Executive Assistant who supports the President and CEO of Rogers Communications Inc.

The successful candidate must have experience in a fast-paced, dynamic environment, where a high degree of professionalism, confidentiality, and flexibility are required.

The successful candidate is a strong communicator who knows how to keep people informed and connected.

Having a high degree of emotional intelligence is key, as well as the ability to communicate effectively, empathize with others, overcome challenges, and defuse conflict.

The successful candidate will welcome challenges, be flexible to shifting priorities, and maintain a positive and professional attitude at all times.

What you will do:

- Discreetly handle sensitive and confidential matters relating to the daily activities of the Office of the CEO under the direction of the EA to the CEO.
- Provide professional executive support in a helpful, respectful, and friendly manner.
- Assist in coordinating travel arrangements, meeting logistics, and catering as required.
- Screen calls, mail, deliveries, and greet visitors promptly. Coordinate out-going deliveries in an efficient and cost-effective way.
- Prepare expense reports; maintain supplies and equipment; assist with printing, filing, general administrative support needs.
- Assist in additional duties as assigned, including personal support tasks and errands, and ad hoc requests at the discretion of the EA to the CEO.
- Provide vacation relief for the EA to the CEO (including managing the CEO's calendar).
- Work effectively and collaboratively with other executive assistants in the organization.
- Work shift: Monday to Friday from 7:30 am to 5:00 pm with the flexibility of changing needs.

What you bring to the role:

- Prior experience working as an administrative assistant.
- Demonstrated business professionalism, respect for confidentiality, and appropriate handling of sensitive information.
- Excellent attention to detail and follow-through.
- Excellent communication skills, both verbal and written.
- Proven ability to work effectively under pressure in a fast-paced environment.
- Strong organizational skills with a proven ability to prioritize and manage time effectively.
- Willingness to readily accept direction.
- Ability to anticipate needs and make decisions with sound judgement.
- Advanced skills in MS Outlook (email, calendar, contacts, tasks) as well as experience in productivity tools such as MS Office (Word, PowerPoint, Excel), Adobe Acrobat, and Oracle.
- Technologically savvy and proficient with the use of smartphones, tablets, laptops and other tools.
- Willingness to work flexible hours and be on-call to meet challenging and changing deadlines.

Schedule: Full time

Shift: Day

Length of Contract: Not Applicable (Regular Position)

Work Location: 333 Bloor Street East (824), Toronto, ON

Travel Requirements: No Selection

Posting Category/Function: Administration & Administrative Assistant

Requisition ID: 226915

Together, we'll make more possible, and these six shared values guide and define our work:

- Our people are at the heart of our success.
- Our customers come first. They inspire everything we do.
- We do what's right, each and every day.
- We believe in the power of new ideas.
- We work as one team, with one vision.
- We give back to our communities and protect our environment.

What makes us different makes us stronger. Rogers has a strong commitment to diversity and inclusion. Everyone who applies for a job will be considered. We recognize the business value in creating a workplace where each team member has the tools to reach their full potential. At Rogers, we value the insights and innovation that diverse teams bring to work. We work with our candidates with disabilities throughout the recruitment process to ensure that they have what they need to be at their best. Please reach out to our recruiters and hiring managers to begin a conversation about how we can ensure that you deliver your best work. You matter to us! For any questions, please visit the [https://performancemanager4.successfactors.com/RCI/Rogers+Inbox+FAQ+April+2019+-----+UPDATED_\(002\).pdf](https://performancemanager4.successfactors.com/RCI/Rogers+Inbox+FAQ+April+2019+-----+UPDATED_(002).pdf) Rogers FAQ.

Posting Notes: Corporate

For more information, visit Rogers for Administrative Assistant