



# 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  
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# Job Board Posting



Careers.Indigenous.Link

Date Printed: 2024/05/06

## Executive Assistant, DMZ

<b>Job ID</b>	<b>370706-1-9652</b>	
<b>Web Address</b>	<a href="https://careers.indigenous.link/viewjob?jobname=370706-1-9652">https://careers.indigenous.link/viewjob?jobname=370706-1-9652</a>	
<b>Company</b>	Toronto Metropolitan University	
<b>Location</b>	Toronto, ON	
<b>Date Posted</b>	From: 2022-12-19	To: 2050-01-01
<b>Job</b>	Type: Part-time	Category: Education

### Description

#### About Toronto Metropolitan

At the intersection of mind and action, Toronto Metropolitan University is on a transformative path to become Canada's leading comprehensive innovation university. Integral to this path is the placement of equity, diversity and inclusion as fundamental to our institutional culture. Our current academic plan outlines each as core values and we work to embed them in all that we do. We welcome those who have demonstrated a commitment to upholding the values of equity, diversity, and inclusion and will assist us to expand our capacity for diversity in the broadest sense. In addition, to correct the conditions of disadvantage in employment in Canada, we encourage applications from members of groups that have been historically disadvantaged and marginalized, including First Nations, Metis and Inuit peoples, Indigenous peoples of North America, racialized persons, persons with disabilities, and those who identify as women and/or 2SLGBTQ+. Please note that all qualified candidates are encouraged to apply; however, applications from Canadians and permanent residents will be given priority. In April 2022, the university announced our new name of Toronto Metropolitan University, which will be implemented in a phased approach. Learn more about our next chapter. The team

The DMZ is a world-leading startup incubator based at Toronto Metropolitan University that equips the next generation of tech entrepreneurs with the tools needed to build, launch, and scale highly impactful startups. By providing connections to customers, coaching, capital, and a community, the DMZ's customized approach helps innovators reach the next milestone in their entrepreneurial journey &ndash; whatever that might be. Through its award-winning programming, the DMZ has helped more than 750 startups raise \$1.85 billion in capital and create 4,800+ jobs. Headquartered in Toronto, Canada with globally-accessible programming, the DMZ has a widely-recognized international presence with offices in Vietnam, India, and the U.S., and partnerships across North America, Latin America, Africa and Asia.

#### The Opportunity

We are looking for an Executive Assistant who will provide administrative support for the day-to-day operations of the Office of the Executive Director:

To provide research, budgetary and project coordination support; and organizing and managing information.

To support the goals and objectives of the DMZ

#### Responsibilities

- Plan and manage the administrative activities of the Office of the Executive Director, including determining daily priorities based on upcoming events, projects and ongoing issues and identification of priorities that require more research and items requiring responses
- Assemble relevant background materials (agendas, purpose of meetings, materials) for the Executive Director's meetings.
- Assessing and triaging various issues to determine action requirements, analyze and provide data and recommendations
- Liaise with project leads to monitor timelines and budgets and support for activities and meetings
- Directly supervises and assigns work to the Administrative Assistant.

#### Qualifications

- Successful completion of a degree/diploma or equivalent
- A minimum of 3 to 5 years of relevant and progressive administrative support experience within a university environment, including the following requirements:
  - Demonstrated experience in budget processes and principles
  - Providing support to senior management
  - Solid oral and written communication skills to draft straightforward reports, correspondence
  - Demonstrated experience in managing calendar and scheduling and coordinating meetings
  - Strong analytics, problem-solving, judgment and prioritization skills to determine purpose and urgency of issues ensuring confidentiality of issues
  - Strong attention to detail in document management, correspondence, database management
  - Experience in processing financial transactions, reconciliations, tracking and maintaining budget records
  - Demonstrated client service skills with the ability to deal professionally, diplomatically and sensitively with all types of individuals
  - Ability to work in a fast-paced environment while demonstrating a high-degree of accuracy and an attention to detail
  - Exceptional interpersonal skills and the ability to deal professionally, diplomatically and sensitively with all types of individuals
  - Excellent time-management skills and the ability to prioritize and ensure completion of work
  - Proficiency in the use of Microsoft Office (Word, Excel, PowerPoint), Google Gmail and Google Docs

Additional Information

Position Number(s) 20001572  
Reports To Executive Director, DMZ  
Vacancy Type TERM  
Employee Group MAC  
Start Date ASAP  
End Date 1 year from start date  
Hours of Work 36.25  
Grade C41  
Salary Scale \$59,825 - \$95,565  
HR Advisor Pooja Minutaglio  
Application Close Date February 7, 2023

Qualified MAC employees will be interviewed before members of other employee groups. We encourage all First Nations, Metis and Inuit peoples or Indigenous peoples of North America, to self-identify in their applications and also reach out to Tracey King, Aboriginal HR Consultant for support during the selection process. As part of the selection process, candidates may be required to complete an occupational assessment.

Applications will only be accepted online through Toronto Metropolitan University's careersite. Toronto Metropolitan University is committed to the principles of the Accessibility for Ontarians with Disabilities Act (AODA), and aims to ensure that independence, dignity, integration and equality of opportunity are embedded in all aspects of the university culture.

We will provide an accessible experience for applicants, students, employees, and members of the Toronto Metropolitan University community. We are committed to providing an inclusive and barrier-free work environment, beginning with the recruitment process. If you have restrictions that need to be accommodated to fully participate in any phase of the recruitment process, please contact [hr@ryerson.ca](mailto:hr@ryerson.ca). All information received in relation to accommodation will be kept confidential.

For more information, visit Toronto Metropolitan University for Executive Assistant, DMZ