



# 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 Analyst, Strategic Communications And Global Government Affairs

<b>Job ID</b>	<b>95-87-3B-3B-1B-B6</b>	
<b>Web Address</b>	<a href="https://careers.indigenous.link/viewjob?jobname=95-87-3B-3B-1B-B6">https://careers.indigenous.link/viewjob?jobname=95-87-3B-3B-1B-B6</a>	
<b>Company</b>	PSP Investments	
<b>Location</b>	Montreal, Quebec	
<b>Date Posted</b>	From: 2023-12-21	To: 2024-02-19
<b>Job</b>	Type: Full-time	Category: Finance
<b>Job Salary</b>	Confidential	
<b>Languages</b>	English, French	

### Description

#### ABOUT US

We're one of Canada's largest pension investment managers, with CAD\$243.7 billion of net assets as of March 31, 2023.

We invest funds for the pension plans of the federal public service, the Canadian Forces, the Royal Canadian Mounted Police and the Reserve Force. Headquartered in Ottawa, PSP Investments has its principal business office in Montreal and offices in New York, London and Hong Kong.

Capturing and leading complex global investments requires us to work as one to seize valuable opportunities, in close collaboration with some of the world's top companies. At PSP, you'll join a team of motivated and engaged professionals, dedicated to propelling our organization further than ever before.

#### EXPERIENCE THE EDGE

At PSP, we encourage our employees to grow, forge powerful relationships, contribute and fuel inspired investment launchpads. We are committed to a culture that fosters collaboration and allows us to think beyond, in an interconnected way. We advocate for our employees to speak-up, learn, experiment, share, and be part of an inclusive work environment where diversity is embraced.

#### ABOUT THE TEAM

The Chief Investment Officer group is responsible to determine and manage the Total Fund's risk-return profile, provide tools and insights that help investment groups manage risks and identify investment opportunities as well as promote knowledge management and knowledge sharing throughout PSP. The CIO group also encompasses the Strategic Communications and Global Government Affairs team. Reporting to our Head of Strategic Communications and Global Government Affairs, the administrative analyst will provide extensive and adapted support to the business group.

#### ABOUT YOUR ROLE

As an Administrative Analyst, Strategic Communications and Global Government Affairs, you'll:

Participate in business meetings, develop and distributes minutes, keep focus on agenda and relay action items to the appropriate persons within the department or organization

Create, proofread and edit documents, presentations, reports and statistics on department related information

Book and manage complex travel arrangements for the real estate investments team in accordance with internal policies, respecting itineraries or other duties related to supporting professionals who travel.

Manage multiple calendars, working with other departments, to coordinate meetings booking.

Prepare and process expense reports for team members in a timely manner.

Coordinate, arrange and oversee team event planning process, as required.

#### WHAT YOU'LL NEED

Excellent client service approach and high degree of flexibility to respond in a timely and positive manner to unexpected requests

Demonstrated critical thinking skills

Ability to navigate a fast-paced environment with a high level of autonomy

Good attention to detail and presentation of information

Uncompromising work ethic and professional integrity

Approximately five (5) to ten (10) years of experience in a similar role, preferably in a financial or dynamic professional environment

Advanced proficiency of Microsoft Office 365 (Word, Excel, PowerPoint, Outlook, Calendar)

Experience providing support to multiple professionals and managing competing priorities.

Experience with calendar management, booking meetings, events, scheduling travel and managing expense reimbursement process.

Bachelor's degree, diploma of college studies (DEC) or a certificate in a relevant field

Bilingualism English and French \*Frequent interactions in English with PSP employees based in our offices in Hong Kong, London and New York, and interactions in French with employees in our local offices in Montreal and Ottawa.

We offer a tailored employee experience and competitive total rewards and benefits package\* designed to attract and retain global diverse talent, reward performance, and reinforce business strategies and priorities. Beyond salary and incentive pay eligibility, you have access to:

A flexible hybrid work model with a mix of in-office and remote days based on business groups, teams, and roles

Competitive pension plans

Comprehensive group insurance plans

Unlimited access to virtual healthcare services and wellness programs

Generous and inclusive paid family leave

Vacation days available on day one with additional days on milestone service anniversaries, and summer Friday afternoons off

Investment in career development

\*Benefits package may vary based on your employee type.

At PSP, we aim to provide an inclusive workplace where we leverage diversity and where everyone feels valued, safe, respected and empowered to grow. As part of this leadership commitment, we strongly encourage applications from all qualified applicants and strive to offer an inclusive and accessible candidate experience. If you require any accommodation for any part of the recruitment process, please let us know.

Visit us on [www.investpsp.com/en/](http://www.investpsp.com/en/)

Follow us on LinkedIn

### **How to Apply**

Click "Apply Now"