



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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Executive Assistant

Job ID	AE-15-A4-54-12-0D	
Web Address	https://careers.indigenous.link/viewjob?jobname=AE-15-A4-54-12-0D	
Company	Lord Cultural Resources	
Location	Toronto, Ontario	
Date Posted	From: 2018-12-19	To: 2019-06-17
Job	Type: Full-time	Category: Office
Job Start Date	March 4, 2019	
Job Salary	\$45,000-\$65,000	
Languages	Exceptional English Verbal And Written Communication Skills (additional Languages An Asset)	

Description

The Executive Assistant is responsible for providing full administrative support to the President who travels extensively. As Executive Assistant you will complete a broad variety of tasks with the goal of ensuring the President's day runs efficiently and effectively. The qualified candidate must be a self-starter, motivated, committed and adaptable team player, who is organized, detail oriented, quality conscious, has impeccable time and project management skills, and has a genuine enthusiasm for museums, culture, and the arts.

Experience

QUALIFICATIONS

The qualified candidate must be a self-starter, motivated, committed and adaptable team player, who is organized, detail oriented, quality conscious, has impeccable time and project management skills, and has a genuine enthusiasm for museums, culture, and the arts.

Other required qualifications include:

- * Positive attitude with impeccable interpersonal communication skills
- * Between 3-5 years of relevant experience, including supporting leaders in an administrative capacity
- * Highly proficient in MS Office Suite (Word, Excel, PowerPoint, Outlook)
- * Exceptional English verbal and written communication skills (additional languages an asset);
- * Proven experience writing business correspondence and proofreading
- * Professionalism and confidentiality when dealing with sensitive information and business matters.
- * Complex calendar management and travel coordination experience, and experience with expense administration
- * A relevant Bachelors or Masters level degree/diploma program in business administration and/or Museum Studies, and/or equivalent experience or training
- * Comfortable working with technology and ability to project manage/troubleshoot issues
- * Experience or exposure to project management and accounting processes and systems

- * Dependable, flexible and can demonstrate initiative
- * Familiarity with Lord Cultural Resourcesâ€™ methodologies and/or willing to excel in them would be an asset
- * Knowledge and/or experience in the arts and cultural industry, or working for a professional services organization would be an asset

Other

Applications will be reviewed as received. Posting will remain active until position is filled.

Thank you to all applicants for their interest, only candidates selected for an interview will be contacted.

How to Apply

The successful candidate will be highly organized, possess strong decision-making skills, proven ability to establish priorities, exceptional interpersonal skills, polished communication skills, and ability to exercise good independent judgement. If you have experience working as an Executive Assistant in a fast-paced environment that combines independent focus and collaboration please forward your cover letter, resume, and 3 professional references to hr@lord.ca with the subject line "â€œ[Your Name] â€œ Executive Assistantâ€• .