



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: 2024/05/07

Executive Assistant, Senior Vice-president, Financing

Job ID	B0-68-FE-E6-6D-F1	
Web Address	https://careers.indigenous.link/viewjob?jobname=B0-68-FE-E6-6D-F1	
Company	BDC	
Location	Toronto, Ontario	
Date Posted	From: 2023-02-27	To: 2023-08-26
Job	Type: Full-time	Category: Finance
Languages	English	

Description

POSITION OVERVIEW

Are you social media savvy and have an eye for public relation branding

As an Executive Assistant to the Senior Vice-President - Financing, you will be at the center of regional events and will have significant involvement in national initiatives.

CHALLENGES TO BE MET

You will support the Senior Vice-President, Financing in determining priorities; organizing work and managing the agenda; as well as organizing meetings and handling all other related tasks as needed.

You will also be responsible for overall senior leadership branding in the market which includes ensuring a social media presence; organizing and coordinating in person and virtual networking opportunities.

You will create relevant content and speaking notes for senior leadership which adheres to BDC's branding and marketing strategies.

You will leverage different databases to obtain information on operations and compile the data in a user-friendly format, to increase the main stakeholders' awareness.

You will be the key liaison with the region's senior management team and BDC employees, external clients and other contacts to ensure continuous dissemination and coordination of information, as well as acting as a resource to the Client Support team leaders.

WHAT WE ARE LOOKING FOR

If you can answer "YES" to the following questions, you may be the person we are looking for:

Do you hold a University degree or college diploma in Business Administration, Marketing & Communications or Public Relations, in addition to five years of relevant experience in an Executive Assistant/Administrative support position

Do you have excellent computer skills (Outlook, Word, Excel, and PowerPoint). Are you tech-savvy and eager to learn new applications and online platforms

Do you have excellent interpersonal skills and strong written and spoken communication Bilingual in French & English would be considered an asset.

You will stand out in our process if you are known for your excellent organizational skills and ability to prioritize and multi-task.

Self-starter with a professional attitude and a sense of discretion, you are comfortable working with a productive team in a dynamic environment.

With us, you'll be able to achieve the work/life balance you're looking for, with competitive working conditions and above-market flexible

benefits.â€ This includes modern workspaces to work from when you are in our offices, and, for some specific positions, the ability to work remotely, on reserve, and/or within your community.

How to Apply

Click "Apply Now"