



# 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

L9 P23 R4074 HWY 596 - Box 109

Keewatin, ON P0X 1C0

# Job Board Posting



Careers.Indigenous.Link

Date Printed: 2024/05/19

## Executive Assistant

<b>Job ID</b>	<b>EXECU001868-8510</b>	
<b>Web Address</b>	<a href="https://careers.indigenous.link/viewjob?jobname=EXECU001868-8510">https://careers.indigenous.link/viewjob?jobname=EXECU001868-8510</a>	
<b>Company</b>	TVO	
<b>Location</b>	Toronto, ON	
<b>Date Posted</b>	From: 2024-04-18	To: 2050-01-01
<b>Job</b>	Type: Full-time	Category: Broadcasting-Media

### Description

Job Category: Support Staff  
Requisition Number: EXECU001868  
Schedule: Full Time

The position is responsible for providing comprehensive executive-level support to the VP, Programming & Content. The position acts as point of contact between the VP, Programming & Content and other executive offices, the leadership management team, and internal and external stakeholders. Given the varied nature and pace of the work environment, the position requires an experienced EA adept at assessing and managing priorities and who is highly organized, digitally literate, and self-directed. Management of internal and external communication Information and time management, planning activities, report, presentation and other duties to support as required..

For more information, visit TVO for Executive Assistant