



Job Title: Executive Assistant

Status: Full-Time, Permanent

Location: Burlington, ON

Department: CEO Office

Executive Assistant

This position is responsible for supporting the executives with the day-to-day administration and operations at Islamic Relief Canada. He/she will assist with scheduling meetings and preparing required documentation. He/she will keep the CEO informed of appointments, meetings and action items operationally and when requested from the board.

Essential Duties and Responsibilities:

- Maintain daily calendar for assigned management including scheduling meetings and appointments
- Manages email correspondence; prioritizing and responding as required
- Prepares reports for executives, Board of Directors and CEO (i.e. expense reports, government relations report, presentations, etc.)
- Answer the phone and greet office visitors in a professional, caring and efficient manner
- Screen visitors and phone calls asking for the CEO
- Make travel and meeting reservations in a timely fashion
- Reviews and prepares documents for signature
- Compose and prepare confidential correspondence
- Update Gmail contacts and maintain executive files
- Compile documents for travel-related meetings
- Enhances IRC success and reputation by accepting ownership for accomplishing ad hoc requests; exploring opportunities and adding value to other process improvement accomplishments
- Assists in coordinating the agenda of senior management team meetings, off-site meetings and monthly staff meetings
- Effectively manage CEO requests and correspondence with a high level of professionalism, accuracy and confidentiality
- Assist with special projects (i.e. supporting internal operations)
- Prepare and distribute internal communications to staff regarding important memorandums, upcoming events or general updates
- Perform additional duties as assigned
- Responsibilities may be expected to be occasionally performed outside of normal working hours and/or on weekends



Qualifications and Requirements:

- Diploma in administrative support or related field
- 1-3 years of experience in general administrative or executive assistant capacity
- Meticulous; attention to detail
- Typing speed of 70 wpm or higher
- Excellent written and verbal communication skills
- Time Management and prioritization skills
- Ability to work in a fast paced work environment
- Demonstrated ability to safeguard confidential information and maintain a high degree of professionalism
- Strong Interpersonal skills
- Proficiency with Email (Gmail) and MS Office Suite
- Familiarity with expense reconciliation and reports
- Valid driver's license and access to personal vehicle
- Must be eligible to work in Canada