

# MÉTIS NATION OF ONTARIO JOB POSTING

## EXECUTIVE ASSISTANT TO CHIEF OPERATING OFFICER

**Internal/External Job Posting**

**Indeterminate, full-time position**

**Location: Ottawa, Ontario**

**Closes: September 2, 2019 – 4:30 p.m.**

**Posting #: 090219-EACOO-OTT**

**Applications must be submitted on-line at <http://www.metisnation.org/job-board>**

*The Métis Nation of Ontario (MNO) is seeking an enthusiastic and qualified team player as the Executive Assistant to the Chief Operating Officer (EACOO) located in an MNO office in Ottawa, Ontario. The EACOO coordinates administrative procedures, public relations activities and research and analysis functions for the Chief Operating Officer.*

*The position is indeterminate, full time. The successful candidate will be enrolled in the Group Benefits and Registered Pension Plans after successfully completing 3 months of employment.*

**In carrying out the following duties, it is expected that the Executive Assistant to the Chief Operating Officer will, at all times:**

- Fully understand the significance and fundamental importance of MNO's Statement of Prime Purpose (SPP) to all MNO's work, and to the requirements of the position specifically
- Adhere to MNO Policies and Procedures and MNO's Financial Policies and Procedures
- Uphold MNO's Standards of Professional Conduct
- Adhere to Privacy Laws and respect confidential information
- The employee must be cognizant of the Ontario Employment Standards Act, Occupational Health and Safety Act, Workers' Safety and Insurance Board, Ontario Human Rights Code, Canadian Human Rights Act, and other legislative requirements
- Work in collaboration within the branch and with other MNO branches
- Attend the MNO Annual General Assembly (MNO Policy 2.120)

**Reporting to the Chief Operating Officer, the duties include, but are not limited to, the following:**

1. Maintain professionalism of the office of the Chief Operating Officer
2. Assist to create and maintain a mutually beneficial, strong relationship with political entities and stakeholders
3. Deal with confidential and sensitive issues in a timely manner, with tact and discretion as required
4. Open, log and distribute incoming regular and electronic mail and other material and co-ordinate the flow of information internally and with other branches and organizations
5. Review incoming and outgoing memoranda, submissions, reports, information and coordinate the flow of information
6. Establish and coordinate administrative procedures for MNO senior officials as required
7. Answer telephone enquiries and relay telephone calls and messages
8. Prepare and submit Expense Claims, reconcile Purchase Cards for COO
9. Schedule and confirm appointments and meetings of COO
10. Order office supplies and maintain inventory
11. Set up and maintain manual and computerized information filing systems
12. Determine and establish office procedures
13. Greet visitors, ascertain nature of business and direct visitors to employer or appropriate person
14. Record and prepare minutes of meetings
15. Maintain accurate and current contact lists (Outlook)
16. Arrange travel schedules and make required travel, car rental, accommodation reservations
17. May compile data, statistics and other information to support research activities
18. May supervise and train office staff in procedures and in use of current software
19. Oversee organization of conferences



20. Analyze incoming and outgoing memoranda, submissions and reports and prepare and co-ordinate the preparation and submission of summary briefs and reports when required
21. Prepare agendas and make arrangements for meetings, ensure follow-up, send communications
22. Attend PCMNO meetings as required
23. Meet with individuals on behalf of COO
24. Liaise with internal branches on behalf of executives and/or directors.
25. Prepare, log, key in, edit and/or proofread correspondence, invoices, presentations, brochures, publications, reports, communications and submissions
26. Ensure required signatures are completed to meet timelines
27. Keep COO apprised of important information
28. Participate in coordination of the Annual General Assembly
29. Oversee special events and activities
30. Discuss and meet with special interests groups and individuals or others as requested
31. This position will require working outside of the regular scheduled workday from time to time
32. This position involves travel, at times in locations other than place of residence
33. Other duties as assigned by the Chief Operating Officer

#### **Mandatory Qualifications**

- Post-secondary education and/or 3 to 5 years' experience in similar position
- Knowledge of the Métis in Ontario
- Expert knowledge with Microsoft Office Programs such as MS Word, PowerPoint, Excel and Outlook
- Outstanding communication (written and verbal) and interpersonal skills are a must
- Exceptional organizational, project management and time management skills
- Demonstrated flexibility and the ability to work in a fast paced, challenging environment
- Demonstrated ability to function independently with minimal direction
- Discrete and accustomed to being exposed to highly confidential and sensitive information
- Ability to prioritize own tasks as well as prioritize meetings for the COO
- Willingness and availability to work flexible hours and travel throughout Ontario

#### **Requirements:**

- Ability to anticipate needs of the Executive
- Ability to multi task and have a high level of organization, attention to detail and time management skills
- Ability to think proactively and work in fast paced, constantly changing environment
- Ability to learn new processes & hardware/products quickly
- Valid Driver's License

**The Métis Nation of Ontario welcomes and encourages applications from people with disabilities. Accommodations are available on request for candidates taking part in all aspects of the selection process.**

**We thank all applicants for their interest but advise that only those selected for an interview will be contacted.**