



Bilingual Executive Assistant

CAREERS

HOLSTEIN CANADA is the largest dairy breed association in Canada, serving our membership of more than 10,500 active dairy producers since 1884. With dynamic leadership and a clear vision, we are eagerly embarking on an exciting, tech-friendly future. We offer a strong team-oriented workplace, supportive leadership, and the chance for you to develop along with us.

YOU are naturally proactive. You often plan a step ahead, but you can seamlessly switch gears and adapt to the unexpected. You are resourceful in problem solving and can think things through independently. You have an eye for detail and a knack/flair for presentation. You can comfortably, and professionally, handle sensitive and confidential information while maintaining the trust of the bilingual producer Board, the employees and management.

In this role, **YOU WILL:**

- Provide confidential administrative support to the Chief Executive Officer and serve as Secretary to the Board of Directors
- Manage the CEO's schedule, make travel arrangements for CEO and Board members
- Coordinate all aspects of meetings, from planning and preparing information through to minutes and follow-up
- Manage/monitor CEO correspondence; prepare and retain documents
- Use a high degree of discretion to build and maintain interpersonal relationships and communication with the Board of Directors, management team, staff, members and other industry organizations

YOU OFFER:

- 5+ years' experience providing senior-level administrative support
- Post-secondary education in a relevant field
- Superior written and oral communication skills in both English and French – communications must be articulate, concise and effective
- Strong attention to detail, and the ability to organize and prioritize efficiently
- Proven ability to handle sensitive and confidential matters appropriately
- Professionalism and sound judgment
- Polished skills in MS Word, PowerPoint, Excel, Outlook
- Openness to flexible hours and infrequent travel within Canada (planned in advance)

As part of the selection process, a French proficiency assessment will be conducted.

Contact: hr@holstein.ca

Apply by: April 3, 2018

We are committed to providing a barrier-free recruitment process. If you require accommodation at any step in the process, we will work with you to meet your needs – simply contact a member of the HR team with your request. Thank you for your application to Holstein Canada. Due to the volume of applications, only selected candidates will be contacted.



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