



CAREERS

# Bilingual Executive Assistant

Brantford, ON – Temporarily Remote

\*\* This position is temporarily remote but normally based in our office in Brantford.

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 building 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 are polished and professional. You prefer to be a step ahead, but you can gracefully switch gears and adapt to the unexpected. You are a resourceful problem solver who can think things through independently. You have an eye for detail. You can handle sensitive and confidential information comfortably. You build trusting relationships based on mutual respect, dedication and humour.

In this role, YOU WILL:

- Provide confidential administrative support to the CEO and Registrar, and serve as Secretary to the Board of Directors
- Manage the CEO's schedule, make travel arrangements for CEO and Board members
- Schedule meetings; prepare information, logistics and agendas; take minutes; and provide follow-up and track action items
- Document and process expense statements, reconcile credit cards
- 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' progressive experience providing senior-level administrative support
- Post-secondary education in office administration, business, or a related field
- Articulate, concise and effective communicator in both English and French
- 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
- Exceptional skills in MS Word, PowerPoint, Excel, Outlook, Adobe, online filing, scheduling/calendars, Teams and Zoom for meetings
- Comfort with documents in French is an asset
- 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](mailto:hr@holstein.ca)

Submit application by: April 26<sup>th</sup>, 2021

*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.*