

## Cheshire is hiring an Executive Assistant

### About Cheshire

Cheshire Independent Living Services has been making independence possible for people living with significant disabilities and frail seniors since 1979. Cheshire is a non-profit, government-funded organization that has dedicated itself to ensuring members of our communities get the opportunity to live an active, independent, and dignified life. Cheshire's focus is on 'Person-Centered' support, empowering our consumers to tailor their care to their unique needs, interests, requests, feelings, and preferences.

### Cheshire Benefits

- Mileage is paid for work-related travel
- We believe in building connections; this includes with our staff, consumers and external stakeholders. We have developed a working environment full of support, learning, and safe practices.
- After successful completion of your probationary period, full-time staff are eligible to receive benefits.
- We are a company that encourages individual and team growth and support
- Pet-friendly workplace and policies

### Overview

**Title:** Executive Assistant

**Status:** Permanent Full-Time

**Shift:** Monday-Friday from 8:30am-4:30pm. With the ability to flex hours depending on the needs of the organization.

**Starting Rate of Pay:** \$25.46/hour

**Plus, Mileage** Reimbursed at \$0.48/km as applicable

We are seeking a highly organized and proactive Executive Assistant to support our team of Directors and Office Coordinator in a fast-paced environment. The ideal candidate will report to our Office Coordinator and possess exceptional administrative skills, a keen attention to detail, and the ability to manage multiple tasks efficiently. This role requires a strong understanding of office management and the ability to maintain confidentiality while handling sensitive information.

### Primary Responsibilities

- **Calendar Management:** Schedule and coordinate meetings, appointments, and events for the executive(s).
- **Communication:** Act as a point of contact between the executive(s) and internal/external stakeholders; manage emails and correspondence.
- **Travel Arrangements:** Plan and book travel, including flights, accommodations, and itineraries.
- **Document Preparation:** Draft, edit, and proofread reports, presentations, and other documents.
- **Meeting Support:** Prepare agendas, take minutes, and ensure follow-ups are executed.
- **Project Management:** Assist in managing projects by tracking deliverables, deadlines, and key milestones.
- **Confidentiality:** Handle sensitive information with the utmost discretion.
- **Office Operations:** Provide program reports and stats as required, and other administrative tasks as needed.

### Skills and Abilities

- Exceptional verbal and written communication and listening skills.
- Effective time-management skills and the ability to prioritize and organization workloads.
- Ability to handle multiple tasks and similar deadlines.
- Excellent organization skills to stay organized while travelling between and working with multiple programs.
- Problem-solving skills used to obtain requested information or direct others on whom to contact or where to access the information.

### Qualifications

- Valid G-class driver's license and automobile insurance and reliable access to a vehicle.
- A clear Police Vulnerable Sector Check.
- Proven experience as an Executive Assistant or in a similar role.
- Proficiency in Microsoft Office Suite and [other tools/software as relevant].
- Excellent verbal and written communication skills.
- Strong organizational and multitasking abilities.
- High level of professionalism and confidentiality.
- Post-Secondary Education in Administration.

### What you'll bring to the role:

- Enthusiasm and an entrepreneurial spirit.
- High energy and great at building relationships and treating people with respect and courtesy.
- Relentless focus on awesome stakeholders' experience.
- Ability to prioritize tasks and manage time effectively in a fast-paced environment.
- Professional demeanor
- Familiarity with GoldCare.
- A desire to make a difference in the lives of others, every day.
- 3 or more years in an Executive Assistant Position

### How to apply

Qualified applicants are urged to forward their cover letter and resume no later than, **Friday January 24<sup>th</sup>, 2025 at 4:30pm**

**Please apply for this position by sending your cover letter and resume to:**

**Email:** [Apply@cheshirelondon.ca](mailto:Apply@cheshirelondon.ca)

**Address:** #2-1111 Elias Street, London ON N5W 5L1

**Subject Line:** Executive Assistant

*Cheshire values each applicant's interest in working with us, however, due to overwhelming response to our ads, only those applicants chosen for an interview will be contacted.*