



## Executive Assistant

Located in the Bristol Circle neighbourhood of Oakville, with easy access to the 403, QEW and the Cineplex Oakville Entertainment Centrum, Guaranteed Funeral Deposits of Canada (GFD) is an organization dedicated to serving bereavement professionals across Canada. Our environment is friendly, flexible and inclusive. At GFD, you will be working in a progressive forward-thinking financial services company that is growing quickly and has lots of opportunity for career growth and advancement. In this role you will gain exposure to service excellence.

### Position Summary

Reporting directly to the President & CEO, the Executive Assistant is responsible for providing comprehensive administrative support and assistance including but not limited to scheduling meetings, and processing correspondence for the President & CEO. In addition to supporting the President & CEO, the Executive Assistant will provide administrative support to the VP of Business & Regulatory Affairs, and from time to time to the Management Team as may be required.

### Key Responsibilities

The successful incumbent will be responsible for but not limited to scheduling, organizing and maintaining the President & CEO's calendar; preparing and assisting with expense reports; providing administrative support; prioritizing emails; scheduling and coordinating appointments; preparing files for meetings and creating & maintaining electronic and manual filing systems; preparing and circulating departmental meeting agendas; as well as preparing and circulating minutes from such meetings. In addition, the successful incumbent will provide the VP of Business & Regulatory Affairs assistance with scheduling and coordinating meetings, preparing and formatting documents; compile research for regulatory updates; and assisting with research when required, as well as assisting the Executive Leaders Team with scheduling meetings. The successful incumbent will also assist the Director of Governance in their absence.

### Qualifications & Skills

**The successful incumbent must have the following:**

- College diploma in Administration or Business preferred with 5 years of related administrative experience, or an equivalent combination of education and experience
- Extensive computer knowledge, including Word, Excel, PowerPoint, Outlook
- Experience with Microsoft Teams or other meeting platforms
- Superior administrative and organizational skills
- Sound business judgement, including the ability to handle sensitive and highly confidential information
- Ability to deal effectively with individuals at all levels
- Solid team player with a strong customer service focus
- Excellent verbal and written communication skills including strong editing and proofing
- Proven time management skills, with an ability to effectively establish and execute priorities in a dynamic and changing environment
- Positive attitude and a friendly demeanor

- Bilingual in French will be considered an asset

The salary range for this position is \$60,000 to \$65,000 per annum. GFD offers a benefit plan and R.R.S.P. matching, along with paid sick and vacation time.

Interested applicants can send their cover letter and resume to the attention of Lorna Proulx at [HRCS.GFD@gmail.com](mailto:HRCS.GFD@gmail.com) Please indicate Executive Assistant in the subject line. Please indicate your personal email address in your resume and a number where you can be reached, should you be chosen for an interview.

Deadline for accepting applications is **April 7th at 4:30 p.m.** Only those applicants chosen for an interview will be contacted. We thank all applicants that apply for considering Guaranteed Funeral Deposits of Canada as their future employer.

During Covid the successful incumbent will be required to work from home, and may be required to attend the office from time to time in accordance with any health & safety regulations that are in place. GFD will supply the necessary office equipment required.