

JOB DESCRIPTION

Job title : Executive Assistant
Service : Management
FTP : Full time
Location : Ottawa

Management structure: **Reports to:** Executive Director

Summary

The Executive Assistant (EA) is responsible for providing support and service to the Executive Director. Duties will include preparing and maintaining documents, administrative tasks, reports and presentations, meeting planning/organization, and other duties as required.

The Executive Assistant will provide the highest level of support and service in a timely, professional and discreet manner.

Job requirements:

- Provide support to the Executive Director
- Work independently and within a team on special / nonrecurring and ongoing projects, which may include planning and coordinating multiple presentations and disseminating information
- Liaise with the Conservative Fund Canada Board of Directors and the National Council
- Meeting planning
- Manage archives and document filing
- Administrative duties
- Other duties and projects as assigned.

Knowledge, skills, and abilities required:

- Ability to plan, schedule and coordinate multiple activities in a deadline-driven environment with changing priorities/requirements.
- Ability to communicate fluently and persuasively with the ability to write clearly and concisely. Well-developed communication skills include a thorough understanding of business letter and report writing techniques including appropriate spelling, grammar, and punctuation.
- Well-developed interpersonal, organizational and time management skills.
- Ability to apply judgment, exercise initiative and respond quickly in a fast-paced work environment.
- Demonstrated professionalism, tact and discretion in handling sensitive and confidential information and situations when interacting with all levels of management throughout the Party.
- Possess strong investigative and problem-solving skills with the ability to follow a problem through to its conclusion.
- Ability to maintain confidentiality at all times
- Organization, good judgment, and the ability to work independently



- Diplomacy and understanding

Education and Experience:

- Post-secondary education with related experience

Desirable assets:

- Knowledgeable about the Canadian federal political system and the principles, policies and culture of the Conservative Party of Canada.
- Knowledge of the overall structure of the Conservative Party of Canada

Technical skills:

- Proficient ability to use computers within a Windows based environment, including using MS Word, Excel, PowerPoint and Outlook

Language Requirements:

- English (French is an asset)

The Conservative Fund Canada welcomes and encourages applications from people with disabilities. Accommodations are available on request for candidates taking part in all aspects of the selection process.

Interested candidates must send their resumes by November 12, 2021:

Conservative Party of Canada
130, Albert Street, Office 1720
Ottawa (Ontario) K1P 5G4
Email: jobs@conservative.ca

Only the candidates chosen for an interview will receive a response.