

Position: Executive Assistant – Immediate Opening

Office Location: 5987 Bathurst St, Toronto, M2R 1Z3

Job Type: Full Time (40 hr/week, Part time will not be considered)

Organization: Jewish Russian Community Centre of Ontario (JRCC)

Compensation: commensurate with experience

The JRCC HQ is growing and looking to fill a mid-level (professional, non-managerial) position to assist in three major functions: (1) office coordination, (2) HR – recruitment and coordination, and (3) assistance to organization's executives (CEO and COO). The individual to take this position is expected to be highly knowledgeable and experienced in project management/coordination, office work, and recruitment.

Responsibilities:

- **Office coordination:** coordinate needs; ensuring smooth office operation (i.e. office supplies and phone system); communicate regularly with external help desks; run queries and produce reports as per business requirements on the database; suggest improvements in office processes; ensure front desk functionality; create and manage reporting; report and follow-up with the relevant department and management
- **Assistance to executives:** record and follow-up on management meetings; coordinate calendars and schedules, keep track on reminders and action items; coordinate tasks for employees; act as the point of contact between executives and employees, provide instruction and guidance to follow executive decisions; provide short and informative information to executives in response to needs; produce presentations and briefs; Prepare monthly/yearly/on demand documents and reports
- **HR coordination:** develop job description, advertise in social media and other channels, sort and long list potential candidates, phone screen candidates, schedule interviews; maintain and coordinate sick days and vacations; assist in technical development of work plans, coordinate work plans reporting, keep track of annual evaluation records, keep track of suggestions for improvements, and report; organize HQ events

Qualifications:

- Bachelor's degree (preferably in the social sciences) – a must
- Fluent high-level English – writing, speaking, reading– a must
- 3-5 years of experience in office management/coordination – a must
- 3-5 years of experience in employee recruitment and HR coordination – a must
- 3-5 years of experience of work as executive assistant – a must
- Excellent communication skills and interpersonal relationship
- Excellent ability for independent work, time management, and initiative
- Excellent organization, punctuality, attention to details, and patience
- Excellent computer orientation and knowledge: Outlook, Word, Excel, and databases (i.e. Sales Force)

Please send your resume and cover letter to: cr@jrcc.org

Only relevant candidates will be contacted. No phone calls please.