



Job Posting

Executive Assistant to the Executive Director

LOCATION: Community Complex Child Care Centre
375 Finkle Street, Woodstock ON

START DATE: TBD

HOURS: 35 hours per week

RATE OF PAY: \$18.99/hour (*this may be adjusted according to experience/credentials*)

POSITION SUMMARY

Good Beginnings Day Nursery Woodstock Inc. is seeking to hire an exceptional individual as an Executive Assistant to the Executive Director.

QUALIFICATIONS

We are seeking a friendly, energetic and professional individual who possesses the following qualifications;

- University degree or equivalent combination of administrative and project management education and experience or post-secondary education in the field of Office/Business Administration
- Minimum of 3 years relevant administrative/ Executive Assistant experience
- **Exceptional computer skills;** proof of excellency in **all** Microsoft Office applications
- Ability to learn various in-house software programs
- Excellent interpersonal and communication skills, particularly spelling and grammar
- Efficient, organized, and able to multi-task
- Understanding of the principles of providing support to an Executive Director or CEO
- The ability to work effectively under pressure, handle heavy volumes and meet demanding deadlines. Strong attention to detail necessary
- Current Standard First Aid, including infant and child CPR
- Current and satisfactory Criminal Reference check including Vulnerable Sector Check, acceptable to Good Beginnings

RESPONSIBILITIES AND FUNCTIONS

- Preparing, proofing and editing correspondence, presentation materials and meeting agendas for external & internal distribution
- Scheduling meetings and calendar maintenance for the Executive Director
- Research & Retrieve and prepare reports for various Board Meetings/committees on behalf of Executive Director
- Marketing and maintaining company website
- Other duties as assigned
- Full duties of the job description will be provided at the time of the interview

Please submit your cover letter and resume to:

Edina Usanovic, Human Resources and Communications Assistant
edina@goodbeginningsday.com

This position will be posted until it is filled.

Although we thank all applicants for their interest in our organization, only those selected for an interview will be contacted.