

## Executive Assistant



Phone :  
Web :

### Job Summary

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Vacancy :  
Deadline : Oct 18, 2024  
Published : Sep 18, 2024  
Employment Status : Hybrid  
Experience : Any  
Salary :  
Gender : Any  
Career Level : Any  
Qualification :

## Job Description

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Cority is the global enterprise EHS software provider creating industry-leading technology to empower those who transform the way the world works.

For over 35 years, Cority has been powered by the spirit of innovation, deep domain expertise, and a commitment to integrity that enables higher levels of operational and sustainable performance with the most comprehensive, human-centered, and secure SaaS platform to help workers and businesses thrive in 100 countries around the world.

The company enjoys the industry's highest levels of client satisfaction and has received many awards for its strong employee culture and outstanding business performance. To learn more, visit [www.cority.com](http://www.cority.com).

### **WHAT'S IN IT FOR YOU?**

At Cority, we keep abreast of the changing labour market to ensure that our employees are paid based fairly and equitably based on their skills, years of experience, education and functional experience. Employee health and well-being are at the core of what we do. Competitive health benefits, dental plans, fitness allowance, health care spending account, retirement savings plan, work from home, as well as subsidized internet provide employees and their families support and flexibility.

We pride ourselves on our values-driven, performance oriented, dynamic and growth focused culture. The leadership team strives to create a meaningful work experience for employees through challenging work projects and employee recognition. Our HR team ensures our employees have opportunities to get social through corporate volunteering and social happy hours both in office and virtually.

Job enrichment, employee development and career planning are our priority. Cority ensures that employees have their skills and certifications up-to-date with our annual training allowance. Internal Recruitment, Departmental Conferences, Group Training Programs, and High Talent Programs are some of the ways that we hone skills and grow talent within the company.

We are seeking a highly organized, dynamic and proactive Executive Assistant to support our Executive Team. The ideal candidate will manage all administrative tasks for the Executive Team and support office management responsibilities for the Toronto Office. The ideal candidate will have excellent communication skills, ability to manage multiple priorities in a fast paced dynamic environment, and problem solving skills

### **Major duties and responsibilities include:**

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- Manage calendars, appointments and travel arrangements (multiple legs, last minute changes and destination assistance etc) for the executive team
- Handle and submit expense reports for the executive team in a timely manner
- Organize and coordinate internal and external meetings for the executive team. Maintain high level of professional discretion while putting together agendas and minutes
- As needed, prepare and edit documents, presentations and reports
- Plan and coordinate executive meetings, board meetings, internal team meetings, company wide meetings and other high level meetings/engagements
- Prepare agendas and ensure action on follow-up items
- As needed, organize company wide events (Happy Hours, Holiday Party, Summer Party), off site meetings and internal conferences
- Oversee and manage the day-to-day operations of the Bloor Office including and not limited to facilities management, supplies, coffee
- First level contact with building management, vendors and other service providers, as needed
- Coordinate with building management regarding repairs, special requests and other office needs
- Maintain office kitchen and company boardrooms including set up and clean up
- Be physically present in the offices for large meetings, events and as instructed by the executive team

### **QUALIFICATIONS AND CHARACTERISTICS OF AN IDEAL CANDIDATE:**

- University Degree
- 5+ years of experience as an EA to the executive team, preferably to a CEO
- High level of proficiency in MS Office, Zoom, OpenAir and other tools, as applicable
- Exceptional written and verbal communication skills
- Outstanding organizational skills with an ability to manage multiple priorities
- Ability to manage time effectively and ability to work independently
- Demonstrated ability to maintain confidentiality
- High level of professionalism, integrity, sound judgment and discretion

Cority is committed to a diverse and inclusive work environment. Cority is an equal opportunity employer and does not discriminate based on race, nationality, gender, gender identity, sexual orientation, protected veteran status, age, disability or any other legally protected status. For applicants who would like to request for accommodation please send an email to [hr@cority.com](mailto:hr@cority.com).

[Apply for this job](#)

**Education & Experience**

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**Must Have**

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**Educational Requirements**

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**Compensation & Other Benefits**

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