

# Executive Assistant



Phone :

Web :

## Job Summary

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Vacancy :

Deadline : Nov 08, 2024

Published : Oct 08, 2024

Employment Status : Full Time

Experience : Any

Salary :

Gender : Any

Career Level : Any

Qualification :

## Job Description

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### Your role as Executive Assistant

Reporting to the SVP of Commercial Operations and the CTO, the mission of the Executive Assistant is to be the leaders' right hand by ensuring their days run as smoothly as possible and enable them to perform at their best. This position is a 14-month temporary contract with a possibility of extension.

### What you'll be doing:

- Managing calendars of two (2) of Dialogue's C-Suite executives, including booking meetings and rooms, making travel arrangements, ordering food, etc.
- Managing emails and responding to them, as required
- Supporting members of the executive team with various other administrative tasks, such as submitting expense reports, updating the contact information of relevant contacts, and supporting with the preparation of documentation and presentations
- Organizing various company-wide initiatives
- Offering occasional personal assistance
- Providing recommendations to improve existing administrative tools and processes

### We'd love to hear from you if you have:

- 3+ years of experience in providing administrative support to executives
- Flawless verbal and written communication skills in French and English
- Outstanding generosity and empathy
- Capacity to build trusting relationships and flourish in helping and supporting people to succeed
- A proven track record for being detail-oriented with strong organizational skills
- Ability to anticipate needs and take initiative while always going the extra mile
- Professionalism and discretion, especially when dealing with confidential information
- Proven tech-savviness and previous experience working with the G Suite is an asset

### At Dialogue, your well-being is our priority

Taking care of others also means taking care of our team. We've got you covered!

- A fully funded benefits plan, including a wellness reimbursement program
- Access to a variety of Dialogue's programs for you and your immediate family
- 4 weeks of vacation, 9 wellness days and 1 paid volunteer day
- A hybrid work approach that involves 3 days per week in our beautiful Montreal or Toronto offices
- Short and long-term incentive plans
- Qualifying permanent and part-time employees are eligible for a Group Retirement Savings Program (GRSP) with a matching employer contribution from their first day at Dialogue, in accordance with policy terms

### About Dialogue

Dialogue is the #1 virtual care provider in Canada. By developing our Integrated Health Platform<sup>®</sup>, we provide exceptional online health and wellness programs (primary care, mental health, iCBT, EAP, and wellness) to organizations that want to improve the wellness of their employees and families.

When it comes to our work, we set the bar high. Together, we're transforming health and helping millions improve their well-being. We're firm believers that great people don't settle on:

Impact

Community

Growth

Excellence

Feel like you can make a difference? Good news, we saved you a seat!

*Come as you are. As a proud equal opportunity employer, Dialogue is dedicated to creating a diverse and inclusive workplace for everyone. Qualified applicants will be considered regardless of citizenship, ethnicity, race, colour, religion, gender, gender identity or expression, sexual orientation, disability, age, or veteran status. Applicants who require specialized accommodation are encouraged to contact [accessibility@dialogue.co](mailto:accessibility@dialogue.co).*

[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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