

# Executive Assistant

Phone :  
Web :



## Job Summary

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Vacancy :  
Deadline : Jul 04, 2024  
Published : Jun 04, 2024  
Employment Status : Full Time  
Experience : Any  
Salary :  
Gender : Any  
Career Level : Any  
Qualification :

## Job Description

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Petal is a leading Canadian healthcare orchestration and billing company that revolutionizes healthcare systems to make them agile, efficient, and resilient by enabling the forecasting and shaping of world-class healthcare through Healthcare BI, advanced analytics and informed insights.

Our commitment to fostering an exceptional workplace culture has earned us notable recognitions, including being listed as a **Great Place to Work** in both the technology and healthcare sectors. Join us in our mission to empower healthcare innovators and improve healthcare differently.

### What you can expect when joining the team

As an Executive Assistant, you will develop an in-depth knowledge of Petal's executive operations and work closely with the President and other members of the executive team to ensure the smooth running and monitoring of activities.

### Your daily life

During the day, you will be led to:

- Proactively maintain and manage the President's calendar to maximize time and efficiency;
- Screen incoming emails, and prepare appropriate responses and drafts as needed;
- Manage the schedule of executive and corporate activities;
- Coordinate and follow up on meetings;
- Consolidate, and integrate presentation materials as required;
- Use your analytical skills and understanding of the business to effectively interpret requirements;
- Respond to communication requests in a timely and professional manner and deliver general administrative documents and reports in a timely, accurate and thoroughly investigative manner;
- Prepare reports and other data as required;
- Provide administrative support to executive team members;
- Translate documents (English to French or vice versa);
- Coordinate the organization of meetings/seminars or special events (virtual, in-office or off-site);
- Coordinate and plan business travel;
- Manage the President's expense account;
- Promptly escalate issues/questions to appropriate individuals when necessary;
- Work as an active team member, willingly providing support to colleagues when needed and actively supporting group goals.

### Job requirements

#### Your profile

Are you an experienced Executive Assistant, known for your excellent organizational skills, interpersonal skills and constructive approach? Do you have a proven ability to exercise discretion, meet deadlines and anticipate needs? *The sky is the limit!* If you have:

- A degree in administration, or any other relevant discipline;
- A minimum of 5 years experience in a similar role at an executive level;
- Proficiency in French and English (verbal and written), with the ability to correct and translate documents;
- Excellent knowledge of the Office suite and Google;
- Knowledge of and/or ability to learn new technology tools such as Trello, Monday.com, Confluence, etc;
- Excellent interpersonal communication skills and a strong collaborative spirit;
- A strong sense of confidentiality, integrity and discretion;
- A high degree of autonomy and the ability to work effectively without constant and direct supervision or guidance;
- The ability to manage multiple files simultaneously while respecting deadlines, to identify priorities and to show initiative and proactivity;
- The ability to adapt to change and to work in a dynamic environment where challenges are part of the daily routine;
- The ability to go to the office regularly, and travel on occasions;
- Since you will be regularly interacting with English-speaking colleagues and external collaborators located outside of Québec, proficiency in both English and French (spoken, written, and read) is required.

#### Petal's position on remote working

In our opinion, a company cannot claim to be modern, innovative and have the well-being of their team at heart, without attempting to integrate remote working to the level that their business model allows them to. Post-pandemic, Petal employees will continue to benefit from the option of teleworking up to the maximum flexibility permitted by the nature of the position and the smooth running of operations.

#### Our benefits

- A signing bonus of \$1,000 for your remote work set-up;
- Compensation that recognizes your contribution;
- 4 to 6 weeks of paid vacation per year;
- 5 paid personal days per year;
- A group RRSP / DPSP plan with employer contribution;
- A complete group insurance plan, from day 1;
- An annual wellness allowance;
- Access to the Dialogue™ telehealth application;
- Flexible work hours and more.

*Petal is an active participant in the equal opportunity employment program, and members of the following target groups are encouraged to apply: women, people with disabilities, aboriginal peoples and visible minorities. If you are a person with a disability, assistance with the screening and selection process is available on request.*

**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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