

Executive Assistant

Phone :

Web :



Job Summary

Vacancy :

Deadline : Jul 08, 2024

Published : Jun 08, 2024

Employment Status : On-site

Experience : Any

Salary :

Gender : Any

Career Level : Any

Qualification :

Job Description

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

Must Have

Educational Requirements

Compensation & Other Benefits
