

Executive Assistant (6-month contract)



Phone :

Web :

Job Summary

Vacancy :

Deadline : Oct 10, 2024

Published : Sep 10, 2024

Employment Status : Fixed Term Contract

Experience : Any

Salary :

Gender : Any

Career Level : Any

Qualification :

Job Description

At Interac, we design products and solutions that give Canadians control over their money so they can get more out of life. But, that's not all. Whether we're leading real-time money movement, driving innovative commerce solutions like open payments for transit systems, or making advancements in new areas like digital identity and open banking, we are playing a key role in shaping the future of the digital economy in Canada.

Want to make a lasting impact amongst a community of creative thinkers, problem solvers, technical gurus and high-performance application developers? We want to hear from you.

Managing policies, procedures and programs that promote corporate stability, the Legal, Compliance and Regulatory team is responsible for supporting business units and ensuring that Interac is compliant with its obligations, stakeholder and committee engagement.

You'll provide report to our VP, Deputy General Counsel and Assistant Corporate Secretary, as well as support Legal senior leadership team.

You'll be responsible for:

- Day-to-day management of the Legal senior leadership member's calendar and activities, to ensure the best use of leaders time in relation to external and internal priorities.
- Understanding the business in order to build effective relationships, assign priority to meeting invites and asking questions proactively to assess urgency. Dispatching meeting invitations, booking meeting rooms and arranging for resources and other requirements in support of smooth and efficient meeting facilitation.
- Supporting the coordination and implementation of department events.
- Supporting the Legal senior leadership team by preparing briefing documents, project updates, developing contingencies and suggesting solutions.
- Preparing PowerPoint presentations (developing, formatting, proofreading, printing) and other documents.
- Ensuring the timely preparation and presentation of material for key external and internal meetings.
- Understanding travel preferences of the senior leadership team and organizing travel arrangements while preparing necessary documents required prior to travel.
- Developing and maintaining a filing system; ensuring business and operational reports, forms, and other documentation, paper or electronic, are readily available.
- Regularly reviewing and managing corporate expenses and usage (e.g., expense report review) and ensuring expense reimbursement is within the guidelines. Executing high-quality correspondence, document and reports, giving attention to detail (letters, briefing notes, meeting minutes, annual business plans, etc.).
- Working with senior leadership on the administrative aspects of key projects by keeping an up-to-date list of action items and deadlines.

You bring:

- 3-5 years as an executive assistant/administrator to senior leaders.
- Must be eligible to work for Interac Corp. in Canada in a Full Time Capacity.
- Strong analytical, critical thinking and problem-solving skills and an ability to present clear, concise and effective solutions.
- You rely on experience and judgment to plan and accomplish goals.
- Proficient with MS Office (Word, Excel, PowerPoint, Outlook).
- Strong communication skills, both verbal and written, with the ability to collaborate and build relationships with key stakeholders.
- You exhibit meticulous attention-to-detail and excellent time management and organizational skills.
- Expertise in social media and collaboration tools like LinkedIn.
- You can handle stressful situations with measured calmness and decisiveness.
- Guided by exceptional common sense, maturity, discretion and the ability to maintain confidentiality.

Interac requires employees to complete a background check that is completed by one of our service providers. We use this service to complete the following checks:

- 5-year employment verification;
- Canadian criminal record check;
- Education verification;
- Canadian ID cross-check;
- Public safety verification; and
- Credit inquiry

How we work

We know that exceptional people have great ideas and are passionate about their work. Our culture encourages excellence and actively rewards contributions with:

Connection: You're surrounded by talented people every day who are driven by their passion of a common goal.

Core Values: They define us. Living them helps us be the best at what we do.

Compensation & Benefits: Pay is driven by individual and corporate performance and we provide a multitude of benefits and perks.

Education: To ensure you are the best at what you do we invest in you

[APPLY](#)

Education & Experience

Must Have

Educational Requirements

Compensation & Other Benefits
