

Executive Assistant to CFO & CPO



Phone :

Web :

Job Summary

Vacancy :

Deadline : Sep 01, 2024

Published : Aug 01, 2024

Employment Status : Hybrid

Experience : Any

Salary :

Gender : Any

Career Level : Any

Qualification :

Job Description

Travel is not just about the destination; it's about every memory made along the way. We are dedicated to shaping the future of travel by partnering with 200+ airline, hospitality, cruise, passenger rail, and financial services companies to create new, meaningful revenue streams through incredible customer experiences. Rooted in our core values of being ambitious, innovative, and collaborative, we are driven to continuously raise the bar, exceed expectations, and bring out the best in everyone, fostering a culture where we believe we are better together, working towards an extraordinary future in travel. Come help us transform everyday travel into extraordinary experiences.

ABOUT THE ROLE:

We are seeking a highly experienced Executive Assistant to support our Chief Financial Officer (CFO) and Chief People Officer (CPO), who are both based in Toronto. This hybrid role is based in either Montreal or Toronto and will report to the EA Lead to ensure seamless support across the executive team. The ideal candidate will have extensive experience in a high-growth company, preferably with a global team, and possess the ability to handle multiple competing priorities and demands with ease.

RESPONSIBILITIES:

- Provide executive support to the CFO and CPO, including managing their complex calendars and ensuring efficient time management and prioritization.
- Arrange regular travel logistics, including flights, accommodations, and transportation.
- Process expense reports and manage budget-related tasks for senior executives.
- Maintain a high level of discretion and confidentiality in handling sensitive information.
- Build strong relationships across the organization and act as a liaison between senior executives and external stakeholders, ensuring smooth communication and collaboration.
- Prepare and coordinate presentations, including Google Slides, Docs and Sheets.
- Oversee and manage special projects, ensuring timely completion and alignment with organizational goals.
- Assist with event planning and coordination for company functions and meetings.
- Attend the office regularly, especially when the executives are in town, to ensure effective in-person support and collaboration.

QUALIFICATIONS:

- Mid-senior-level experience as an Executive Assistant supporting a CFO, preferably in a high-growth company.
- A strong understanding of financial planning activities (treasury, budgeting, audit, tax, accounting), the ability to conduct basic data analysis using Google Sheets, and experience with M&A are assets.
- Experience working with or supporting a CPO is a significant asset.
- Strong people skills and a broad understanding of the People Team in functions such as change management, talent acquisition, DEIB, and culture initiatives.
- Proficient in using Google Suite and other collaboration tools such as Slack.
- Excellent organizational skills with the ability to manage multiple competing priorities.
- A quick starter who is excellent at building relationships and can work independently with minimal supervision.
- Bilingualism (French) is an asset

WHAT YOU'LL LOVE ABOUT US:

- ☑ RRSP/401(k) Matching
- ☑ Comprehensive Health Plans
- ☑ Flexible Paid Time Off
- ☑☑ Travel Experience Credit
- ☑ Annual Wellness Credit
- ☑ Team Events and Monthly Lunches
- ☑ Home Office/Commuter Credit
- ☑ Work From Anywhere Program
- ☑ Parental Leave Top Up
- ☑ Adventure Pass

OUR PROCESS:

Plusgrade is an equal-opportunity employer and is committed to providing an accessible recruitment process. We welcome applications from all qualified individuals and are committed to equal employment opportunities regardless of gender identity or expression, race, ethnic origin, creed, place of origin, age, sex, marital status, physical or mental disability, sexual orientation, and any other category protected by law. Upon request, we will provide accommodation for applicants with disabilities.

We believe in diversity and inclusivity and that is why our interview process is designed for a positive candidate experience and to ensure every candidate is evaluated equally. All applications will be reviewed by our Talent Team and the successful candidate(s) will go through the following recruitment process:

- Recruiter Phone Interview
- Hiring Manager Interview
- Team Interview

All candidates will be provided with feedback regardless if they pass or didn't pass any of our interview stages. All your information will be kept confidential.

Education & Experience

Must Have

Educational Requirements

Compensation & Other Benefits
