

Executive Assistant to the CEO



Phone :
Web :

Job Summary

Vacancy :
Deadline : Aug 24, 2024
Published : Jul 24, 2024
Employment Status : Hybrid
Experience : Any
Salary :
Gender : Any
Career Level : Any
Qualification :

Job Description

Why Work at Ross Video? We have a great group of people working together to create and deliver cutting edge products that look amazing and are easy to use. We go all out so that our customers can have the best possible experience and achieve quality results. With a product focus, continual learning, results driven processes, and creative thinking, we constantly strive to improve our solutions and to deliver results. If you've ever watched live television, news, sports, or entertainment, you've seen our products in use. All of the major Hollywood award shows, most professional sports teams, and many of the largest broadcasters in the world use Ross Video technology. Get behind the scenes and learn about what it takes to make live events possible. If that resonates, and you're someone with integrity, commitment, and a strong drive to deliver great products, we'd love to hear from you.

The Executive Assistant to the CEO provides high-level administrative support to the Chief Executive Officer, ensuring the smooth operation of the CEO's office. This role involves managing the CEO's schedule, handling and responding to correspondence, arranging travel plans, and performing various tasks to support the CEO in achieving the company's strategic objectives.

When time permits, this role also assists other members of the Board and the Executive Leadership Team. The Executive Assistant is required to maintain confidentiality while professionally and courteously representing the CEO in all interactions.

Work Arrangement: Hybrid. This position is based in the Greater Ottawa Area and requires being present in the Ottawa (Auriga Drive) office two to three days per week.

Who you report to: Chief Executive Officer

What we offer:

Ross offers competitive salaries and comprehensive health plans, as well as several perks to help you perform at your best.

Some of these perks include flexible hours, generous paid time off, fitness/wellness allowance, employee share ownership program, professional development support and a ton of fun social activities and events!

Best of all, you will be part of the Ross Video team, and we've got a pretty energizing environment here.

What the job is all about:

- **Calendar Management:** Schedule and coordinate meetings, appointments, and unallocated time for the CEO; proactively identify priorities, deadlines, and urgent matters to optimize the executive's time; ensure recurring meetings are held consistently; anticipate and resolve scheduling conflicts and adapt quickly to changing priorities; manage the Corporate Calendar.
- **Travel Arrangements:** Organize and manage complex travel plans, including booking flights, hotels, and transportation; coordinate with stakeholders to prepare detailed travel itineraries and background information; ensure all necessary travel documents and visas are in order.
- **Communication:** Regularly review the CEO's incoming email and social media messages looking for opportunities to proactively respond and manage requests for the CEO; proactively assist in selectively growing the CEO's social media followers; manage incoming and outgoing paper mail; coordinate these activities with the CEO with regular updates as appropriate; perform follow-ups for the CEO as required.
- **Relationship Management:** Develop and sustain strong relationships and a level of professionalism with stakeholders, including executives, board members, employees, shareholders, suppliers, business partners, customers and the public; work collaboratively with other Executive and Administrative Assistants within the company.
- **Event Management:** Coordinate board meetings, Quarterly Staff Update meetings, shareholder meetings, industry association meetings, select company events, and other special events as requested to ensure they happen smoothly; consolidate and if required, convert associated presentations into standard formats.
- **Information Management:** Handle confidential and sensitive information with discretion; assist with expense reports, timesheets, and credit cards; check direct report expenses and minor purchase approvals; company car logs and appointments; manage certain company charitable donations; manage selected company travel points systems.
- **Administrative Support:** Ensure food and drinks arrive when required; ensure the CEO office is clean, tidy and well equipped; very rarely, perform personal errands.
- **Organizational Integration:** Optionally, become an active member of the Social Committee, Health and Safety Committee, Health and Wellness Committee, and other groups in Ross to build an additional bridge between the Office of the CEO and the rest of the company.
- **Other:** Handle special projects and tasks as assigned by the CEO; proactively look for additional ways to help others in the organization when time permits; perform other related duties as required.

Who you are:

- Bachelor's degree in business administration, communications, or a related field preferred.
- Minimum of 5-7 years of experience in an administrative role preferred
- Strong problem-solving skills and ability to make sound decisions under pressure
- High attention to detail.
- Strong organizational and time management skills.
- Ability to multi-task when required and with a good sense of urgency.
- Excellent written and verbal communication skills in English.
- Ability to work independently and unsupervised, as well as part of a team.
- Proactive and able to anticipate the needs of the CEO.
- Ability to deal with confidential information with a high degree of diplomacy; ability to build trusted relationships.
- Proficiency in Microsoft Office Suite (Word, Excel, PowerPoint, Outlook, Teams)

Other:

- Driver's License and access to a vehicle

Equity, Diversity & Inclusion

At Ross, we embrace diversity, and we want you to bring your authentic self to work. We are committed to building a team that includes a variety of backgrounds, perspectives, and skills. Inclusivity drives innovation and creativity, and that's something we're passionate about at Ross! We believe everyone should be able to enjoy a rewarding career at Ross, regardless of race, colour, religion, sexual orientation, gender, gender identity or expression, marital status, age, veteran status, physical or mental disability. If a disability means that you need any additional support during the recruitment process, please contact Talent Acquisition and we will make all reasonable efforts to accommodate your request.

Education & Experience

Must Have

Educational Requirements

Compensation & Other Benefits
