

Senior Executive Assistant

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Phone :

Web :



Job Summary

Vacancy :

Deadline : Jul 18, 2024

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Employment Status : Hybrid

Experience : Any

Salary :

Gender : Any

Career Level : Any

Qualification :

Job Description

Company: Deloitte

Job Type: Permanent

Work Model: Hybrid

Reference code: 126569

Primary Location: Montreal, QC

All Available Locations: Montreal, QC

Our Purpose

At Deloitte, we are driven to inspire and help our people, organization, communities, and country to thrive. Our Purpose is to build a better future by accelerating and expanding access to knowledge. Purpose defines who we are and gives us reason to exist as an organization.

By living our Purpose, we will make an impact that matters.

- Be encouraged to deepen your technical skills...whatever those may be.
- Partner with clients to solve their most complex problems
- Experience MyFlex and an agile work environment where work is what you do not where you do it

Enjoy working in a dynamic environment? Keep reading!

What will your typical day look like?

- Provide excellent executive support to four partners.
- Proactively support partner day-to-day needs.
- Complex calendar management support to partners including proactively identifying and resolving conflicts.
- Inbox management, including maintaining, organizing, and escalating time-sensitive emails and approvals.
- Prepare expense claims for processing.
- Time entry and modifications on behalf of the partner.
- Provide support during virtual and in-person meetings and events (room reservations, catering orders, on site participation).
- Coordinate complex travel arrangements aligned to travel policies.
- Draft and send internal and external communications.
- Develop internal network and build effective relationships with external clients.

About the team

As a member of Executive Support Services team, within Central Business Services, we strive to leverage appropriate firm resources to manage, own and minimize administrative tasks for partners. We handle issues related to working on behalf of, and alongside, partners. We work to advance our careers, grow our network while continually developing.

Enough about us, let's talk about you

You have the following:

- Minimum 5+ years of executive support experience in a professional, customer-service driven and fast-paced environment.
- Previous experience in a professional services firm is an asset.
- A focus on customer service excellence, enhanced quality, attention to detail, confidentiality, and continuous improvement.
- Solutions-driven, forward-thinking, and able to troubleshoot strategically.
- Take initiative and be proactive in making decisions and completing tasks.
- Collaborative, skilled at building effective relationships and a professional network.
- Flexible, embracing change with enthusiasm and able to pivot quickly.
- Demonstrated proficiency in Microsoft Office (Outlook, Word, Excel, and PowerPoint); able to learn new technologies and tools.
- Ability to manage highly confidential information demonstrating discretion and good judgement.
- Ability to manage priorities in a fast-paced environment.
- Ability to anticipate needs, demonstrate resourcefulness, and apply critical thinking to act proactively.
- Ability to work with minimal supervision and direction.
- Fluency in French and English, for both oral and written communications (due to the nature of the role having interactions with National & Global clients, English is required for this position).
- Flexibility to work overtime when required.

The Deloitte hybrid work model strives to provide flexibility to practitioners by empowering them to make purposeful choices around where and how they work. However, there are some roles within our firm that do require location-specific work, which includes this role. As such, there will be times where various business needs will require that you work in person from the Deloitte offices in Montreal.

Total Rewards

The salary range for this position is \$58,000 - \$96,000, and individuals may be eligible to participate in our bonus program. Deloitte is fair and competitive when it comes to the salaries of our people. We regularly benchmark across a variety of positions, industries, sectors, targets, and levels. Our approach is grounded on recognizing people's unique strengths and contributions and rewarding the value that they deliver.

Our Total Rewards Package extends well beyond traditional compensation and benefit programs and is designed to recognize employee contributions, encourage personal wellness, and support firm growth. Along with a competitive base salary and variable pay opportunities, we offer a wide array of initiatives that differentiate us as a people-first organization. Some representative examples include: \$4,000 per year for mental health support benefits, a \$1,300 flexible benefit spending account, 38+ days off (including 10 firm-wide closures known as "Deloitte Days"), flexible work arrangements and a hybrid work structure.

Our promise to our people: Deloitte is where potential comes to life.

Be yourself, and more.

We are a group of talented people who want to learn, gain experience, and develop skills. Wherever you are in your career, we want you to advance.

You shape how we make impact.

Diverse perspectives and life experiences make us better. Whoever you are and wherever you're from, we want you to feel like you belong here. We provide flexible working options to support you and how you can contribute. Be the leader you want to be.

Be the leader you want to be

Some guide teams, some change culture, some build essential expertise. We offer opportunities and experiences that support your continuing growth as a leader.

Have as many careers as you want.

We are uniquely able to offer you new challenges and roles – and prepare you for them. We bring together people with unique experiences and talents, and we are the place to develop a lasting network of friends, peers, and mentors. Our TVP is about relationships – between leaders and their people, the firm and its people, peers, and within in our communities.

The next step is yours

At Deloitte, we are all about doing business inclusively – that starts with having diverse colleagues of all abilities. Deloitte encourages applications from all qualified candidates who represent the full diversity of communities across Canada. This includes, but is not limited to, people with disabilities, candidates from Indigenous communities, and candidates from the Black community in support of living our values, creating a culture of Diversity Equity and Inclusion and our commitment to our [AccessAbility Action Plan](#), [Reconciliation Action Plan](#) and the [BlackNorth Initiative](#).

We encourage you to connect with us at accessiblecareers@deloitte.ca if you require an accommodation for the recruitment process (including alternate formats of materials, accessible meeting rooms or other accommodations) or indigenoucareers@deloitte.ca for any questions relating to careers for Indigenous peoples at Deloitte (First Nations, Inuit, Métis).

By applying to this job you will be assessed against the Deloitte Global Talent Standards. We've designed these standards to provide our clients with a consistent and exceptional Deloitte experience globally.

Deloitte Canada has 30 offices with representation across most of the country. We acknowledge our offices reside on traditional, treaty and unceded territories as part of Turtle Island and is still home to many First Nations, Métis, and Inuit peoples. We are all Treaty people.

Education & Experience

Must Have

Educational Requirements

Compensation & Other Benefits
