



Executive Assistant Opportunity – Position Overview

Reporting to the President and CEO, the Executive Assistant provides exceptional administrative support to senior leadership team members, while handling multiple and simultaneous imposed deadlines. Effective communication and the ability to handle a high volume of work is essential to this position.

A professional and confident communicator, the Executive Assistant engages internal and external stakeholders at all levels, assesses demands and priorities, and develops and presents accurate and well-informed recommendations with confidence and clarity. Significant attention to detail, initiative and accuracy is essential for success.

Duties of the Executive Assistant

MCBC has a need for an experienced Executive Assistant with strong language, writing, word processing and records management skills. The primary duties are:

- Provides direct administrative support to the CEO and department management team, including coordinating calendars, meetings, teleconferences, and other appointments as requested
- Works closely and effectively with the CEO to keep them well informed of upcoming commitments and responsibilities, following up appropriately and proactively
- Ensures that the CEO is fully prepared for all engagements by providing vital background information as needed
- Coordinates meetings, including development and dissemination of agenda, materials, calendar invites, configuration and co-hosting of virtual meetings, catering and hospitality and other logistical arrangements
- Accountable for taking meeting minutes when requested and supporting the CEO and Board of Directors in the follow up, tracking and resolution of action items
- Compiles information for reports from a variety of internal and external sources; undertakes research to locate information, summarize material and recommend follow-up action
- Liaises with leadership, board members and all levels of staff to collect data and produce a variety of documents for the CEO
- Composes, designs, formats, edits, and distributes correspondences, reports, spreadsheets, and presentations as requested using approved templates and in accordance with MCBC branding guidelines
- Prepares and/or reviews all documents, reports and correspondences prepared for executive signature for format, content, grammar, spelling and editing as necessary
- Coordinate the provision of records to the CEO and management team for inclusion in meeting material for the Board of Directors and Committees thereof
- Produces electronic, scanned, and printed materials as required or requested
- Coordinates filing of electronic records in accordance with records management policies; accountable for ensuring efficient digital and hard copy filing system
- Anticipates role related administrative issues and assess risks, identifying proactive solutions which will eliminate or mitigate such risks in a timely manner
- Plans and coordinates travel arrangements, including the booking of air, vehicle and hotel reservations, and the preparation and distribution of detailed itineraries
- Organizes any required meetings, dinners, or visits
- Prepares and submits expense reimbursements for the CEO in a timely manner



Key Qualifications

- Minimum of five (5) years of executive level administrative experience
- Post-secondary education and/or relevant experience
- Exceptional organizational skills with a sense of urgency and ability to prioritize multiple tasks seamlessly in a rapidly changing environment with excellent attention to detail
- Adaptable and flexible to re-prioritization of various competing demands with proficiency at managing high work volumes in a fast-paced environment
- Proficiency in Microsoft Office Suite (Outlook, Word, PowerPoint, Excel, Teams)
- Exceptional interpersonal skills, including outstanding oral and written communication
- Ability to handle high degree of confidential and sensitive information with tact and discretion; experience working with a Board of Directors would be a strong asset
- Must have an understanding, awareness and appreciation of Indigenous culture and history; experience working in an Indigenous environment would be a strong asset

About MCBC

Of all the business development corporations with First Nations as their shareholders in Canada, MCBC might hold among the greatest opportunities. The treaty lands and territory of its sole shareholder, the Mississaugas of the Credit First Nation (MCFN), include almost all of Ontario's Greater Golden Horseshoe, which contains approximately two-thirds of Ontario's GDP and one-fifth of Canada's GDP. With approximately 8 million people, this is also the largest population concentration in Canada.

Founded in 2018, MCBC exists to build long-term wealth generation and develop short-term income opportunities for MCFN and its membership. In its pursuit of these goals, MCBC always seeks to maintain a respected and reputable profile, as well as represent the history, culture, and values of MCFN with honour, in the business community.

MCBC, as a corporation, is governed by a board of directors with all five voting directors independent of the shareholder. In addition, the board includes three non-voting directors, one each representing council, elder and youth constituencies. The corporation, through the board, is responsible to its shareholder through its annual general meeting.

Given that the Greater Golden Horseshoe will continue to have sustained growth, MCFN's treaty territory offers significant business opportunities for MCBC.

Location

This position is located on the Mississauga of New Credit First Nation near Hagersville, Ontario. Hybrid or remote work may be considered at the discretion of the CEO. Occasional travel may be required.

Apply

If you are interested in bringing your experience and passion for this role, please email your covering letter and resume in complete confidence by **Friday October 14, 2023**, to: humanresources@mncbc.ca.

For any questions you may have on this opportunity, please write to info@mncbc.ca to be referred to the appropriate respondent.

You can also learn more about MCBC and MCBLP at: <https://mncbc.ca/>

