



## **JOB POSTING**

### **EXECUTIVE ASSISTANT**

We are very excited to offer the opportunity for an Executive Assistant to join our organization. If you are seeking a dynamic role that will be the supportive force to assist the CEO in advancing Ivan Franko Homes initiatives and goals, please apply to join our team!

**Department:** Administration

**Position:** Executive Assistant

**Status:** Permanent / Full-Time

#### **About Ivan Franko Homes**

Ivan Franko Homes provides accommodation and high-quality care for elderly Canadians of Ukrainian descent. Over the past 60 years we have been providing independent, supportive housing and Long-Term Care in Toronto and Mississauga.

Ivan Franko Homes believes in the dignity and worth of the residents and in the right of all residents to live their lives to their fullest extent. We value partnering with our residents, families, and the community. We strive towards excellence in everything that we do.

#### **About the Role**

In this fast-paced role, the Executive Assistant will support the Chief Executive Officer (CEO), managing their calendar, assisting with travel arrangements, and maximizing the efficiency of their schedule. This position requires a highly motivated, detail-oriented personality, with strong administrative and relationship building skills to work well with a wide variety of internal and external contacts/stakeholders.

#### **Role Responsibilities:**

- Act as the primary point of contact for all executive office matters.
- Manage the calendar ensuring that all deadlines and commitments are met.
- Monitor and filter phone calls, emails, voicemails, and visitors for the CEO.
- Answer a variety of questions with tact and diplomacy, taking messages, and directing calls appropriately for resolution.
- Handle confidential material and serve as a liaison between the CEO and other departments, staff members, and external contacts.
- Schedule and coordinate meetings, interviews, press conferences and other events.
- Liaise with External Consultants and help where required with workshops, meetings, ceremonies, and other events for publicity, fundraising, and information purposes.



- Research data to assist with the preparation of documents or presentations for external and internal audience.
- Prepare and edit documents, reports, presentations and collate documents as needed.
- Assist with the development and maintenance of external communications and communication lists.
- Arrange travel, accommodations, itineraries, and all correspondence related to arrangements as needed, including CEO's expenses.

### **Skills You Bring:**

- Superior organizational and interpersonal skills.
- Excellent attention to detail and time management skills.
- Ability to exercise discretion in committing time and evaluating needs.
- Ability to work both independently and as part of a team.
- Manage complex office administrative work requiring the use of independent judgment and initiative.
- Ability to build and maintain relationships with important contacts.
- Ability to work in hybrid environment.

### **What We Require:**

- Minimum two (2) years of experience as an Executive Assistant or in a similar administrative support role.
- Undergraduate degree is required.
- Fluency in English (written and verbal), additional languages are an asset.
- Technologically savvy with Microsoft Office (Word, PowerPoint, and Excel), and other applications (e.g., Google Suite, Adobe).
- Valid Vulnerable Sector Check.
- Proof of tuberculosis (TB) vaccination.
- Valid Ontario Class G driving license and reliable access to vehicle to travel between two IFH sites in the GTA.
- Must be willing to work flexible hours including evenings and weekends to accommodate meetings and community involvement.

### **HOW TO APPLY**

The Talent Company is our recruitment partner and please send your resume with cover letter to [karen.munro@thetalent.co](mailto:karen.munro@thetalent.co). We welcome applications from all qualified candidates. Please note that only those selected for an interview will be contacted.

### **INCLUSION AND EQUAL OPPORTUNITY EMPLOYMENT**

*Ivan Franko Homes is an equal opportunity employer committed to diversity and inclusion. We are committed to building and maintaining collaborative, caring, and positive work environments so that our employees bring their whole selves to work every day. We encourage all qualified applicants to apply without regard to race, national or ethnic origin, colour, religion, age, sex,*



*sexual orientation, marital status, family status or disability. We recognize that equitable access to employment is an agent in social change.*

*Ivan Franko Homes is committed to creating an accessible and inclusive organization. We are committed to providing barrier-free and accessible employment practices in compliance with the Accessibility for Ontarians with Disabilities Act (AODA). Should you require Code protected accommodation through any stage of the recruitment process, please make them known and we will work with you to meet your needs.*