

ADMINISTRATIVE ASSISTANT, CORPORATE AFFAIRS

The Canola Council of Canada is a full value chain organization representing canola growers, processors, life science companies and exporters. Keep it Coming 2025 is the strategic plan to ensure the canola industry's continued growth, demand, stability and success – achieving 52 bushels per acre to meet global market demand of 26 million metric tonnes by the year 2025.

We are currently seeking to fill the position of Administrative Assistant, Corporate Affairs in our Winnipeg office. Our ideal candidate will be a creative thinker, has the ability to work cross-functionally, and is exceptionally proficient with multitasking. We love a team player who can work independently, but at the same time develops and maintains strong relationships with our Senior Management Team (SMT) and their respective areas. This position reports directly to the Executive Assistant, Corporate Affairs and will be responsible for providing comprehensive support primarily to the Public Affairs team in Ottawa, SMT, along with the management of logistics for virtual and in person events within the organization.

Primary responsibilities:

- Support the Public Affairs department to form an efficient and effective team and provide superior administrative assistance including, but not limited to:
 - Maintaining appointment calendars, scheduling meetings, and mail correspondence.
 - Coordinating travel arrangements and meeting reservations.
 - Reconciling monthly travel expenditure and expense reports.
 - Preparing and distributing reports, letters, and memos, and PowerPoint presentations, as required.
- Provide administrative support to Executive Assistant, Corporate Affairs, including:
 - Assist with processing monthly expenses and invoices.
 - Investigating and securing travel arrangements and conference registrations.
 - Arranging for meeting setup and support, as requested.
 - Providing back up support to Executive Assistance during absences.
- Management of event logistics and operations:
 - Strong leadership experience, which will include:
 - Collaborating with key stakeholders and cross-functional teams to develop event logistic requirements and budget management. Engagement with event sponsors and online registration management for in-person, virtual and hybrid events.
 - **Virtual and hybrid event planning:** Strong focus on 'Center of Excellence', leading the planning of virtual events for the organization, including but not limited to registrations, engagement with outside resources, and budget management.
 - **In-person events:** Coordinating the site selection, contract negotiations, vendor, and venue arrangement (accommodations, catering, and audio visual), budget analysis and processing of payments.
 - Managing SMT monthly calendar of activities.

- CCC staff champion for charitable events.

Requirements and qualifications:

- Previous experience as an Administrative Assistant or related education is required.
- Proficiency in one or more webinar hosting tools, such as MS Teams, GoTo Meeting, Zoom, etc. and MS Office (including advanced PowerPoint and intermediate-to-advanced proficiency in Word, Excel, Outlook).
- Experience with implementation and management of event registration platforms such as Eventbrite, Cvent, Aventri, etc., would be an asset.
- Ability to work independently with minimal supervision within a team environment, with a readiness to take initiative as well as direction.
- Demonstrates the ability to maintain confidentiality (documents, correspondence, and verbal information) and deal with highly sensitive materials and situations.
- Exceptional written and verbal communication skills, with a strong attention to detail.
- Highly professional demeanor, poise, confidence, maturity, and exceptional interpersonal relationship skills with the ability to work cooperatively and communicate effectively with staff, Board of Directors, and external stakeholders.
- Will take responsibility for continuous learning to achieve required knowledge for the position, demonstrating a willingness and eagerness to continue to grow personally and professionally.
- Agricultural knowledge would be an asset.
- Travel may be required.

Benefits:

- Health benefits - medical, dental and vision coverage
- Employee family assistance plan
- Group RRSP Plan
- Competitive salary, vacation, and time off policies
- On-site parking or transit pass

Hours: Full-time permanent position, Monday-Friday.

Canola Council of Canada values and supports employment equity and workplace diversity and encourages all qualified individuals to apply.

Application deadline:

If you are interested in this exciting opportunity, please forward your resume along with a cover letter to quayn@canolacouncil.org by Wednesday, October 6, 2021.

We thank all candidates for their interest in this position; however, only those selected for further consideration will be contacted.