



## Administrative Assistant, Corporate Affairs Winnipeg, Manitoba

### Benefits of the organization

- Fully paid Health & Dental
- Annual performance-based bonus.
- Paid time off at Christmas
- RRSP Match
- Paid parking/ Transit pass/Bus Tickets

### About Canola Council

The Canola Council is the first industry association in Canada to encompass all links in the value chain. Members include canola growers, life science companies, grain handling companies, exporters, and processors, as well as food and feed manufacturers. All sit down at the same table to address shared challenges and develop a common platform for growth.

The Canola Council's mission is to advance the growth and profitability of the canola industry based on innovation, sustainability, resilience and the creation of superior value for a healthier world.

We are also committed to providing equal employment opportunities to all and encourage applicants to identify your employment equity status in your cover letter. The information you voluntarily disclose will be kept confidential and used solely for the purpose of increasing workforce diversity.

### How to Apply

Please apply online at [www.jobs.peoplefirsthr.com](http://www.jobs.peoplefirsthr.com) or by emailing your resume (in MS WORD format) in confidence to Adunia Weldetensaie [aweldetensaie@peoplefirsthr.com](mailto:aweldetensaie@peoplefirsthr.com)

***We thank all applicants for their interest; however, only those selected will be contacted for an interview.***

We have partnered with the Canola Council of Canada (CCC), in a search for an Administrative Assistant, Corporate Affairs. The Administrative Assistant, Corporate Affairs reports directly to the Executive Assistant, Corporate Affairs and will be responsible for providing comprehensive support primarily to the Public Affairs team in Ottawa, Senior Management Team (SMT), along with the management of logistics for virtual and in-person events within the organization.

The ideal candidate is a creative thinker, can work cross-functionally, and is exceptionally proficient with multitasking and resourceful. A team player who can work independently, but at the same time develops and maintains strong relationships with our (SMT) and their respective areas.

### As the Administrative Assistant, Corporate Affairs, you will:

- Provide proficient and effective administrative support to the Corporate Affairs department, encompassing various tasks such as maintaining appointment calendars, scheduling meetings, greeting visitors, handling mail correspondence, and arranging shipments with couriers.
- Research and coordinate travel arrangements, and conference registration for the team members, ensuring timely and efficient planning.
- Prepare and distribute minutes, reports, letters, and memos, as well as create PowerPoint presentations as required for the department.
- Offer administrative assistance to the Executive Assistant of Corporate Affairs, including but not limited to assisting with reconciling monthly travel expenses and managing expense reports to ensure accurate and organized financial records.
- Act as a backup support to the Executive Assistant during their absences, maintaining continuity of administrative operations.
- Arrange and provide logistical support for meetings as requested, ensuring smooth execution.
- Take charge of managing event logistics and operations, showcasing strong leadership skills.
- Demonstrate expertise in collaborating with cross-functional teams with developing and planning for virtual and hybrid events, overseeing online and in-person registration management, coordinating with external resources, and managing budgets efficiently.
- Coordinate in-person events, including site selection, contract negotiations, vendor arrangements, accommodations, catering, audiovisual needs, and payment processing for in-house and external meetings and events.
- Maintain and manage the Senior Management Team's monthly calendar of activities.
- Champion charitable events within the organization, promoting employee engagement and support for such initiatives.

### You and Your Experience:

- Previous experience as an Administrative Assistant or related education is required.
- Proficiency in webinar hosting tools and administrative functions (downloading/editing videos) like MS Teams, Zoom, and Microsoft 365 (including OneDrive, SharePoint, advanced PowerPoint, and intermediate-to-advanced proficiency in Word, Excel, and Outlook) is essential.
- Experience with event registration platforms such as Eventbrite, Cvent, Aventri, etc., would be an asset.
- Ability to work independently within a team environment, demonstrating initiative and openness to direction.
- Strong ability to maintain confidentiality and handle sensitive materials and situations.
- Excellent written and verbal communication skills with keen attention to detail.
- Professional demeanor with outstanding interpersonal skills, able to collaborate effectively with staff, Board of Directors, and external stakeholders.
- Willingness to continuously learn and grow both personally and professionally.
- Agricultural knowledge would be beneficial.
- Minimal travel is required for the role.