

Job Posting: Executive Assistant (HR Background)

Does this describe you?

You have meticulous attention to detail; independently anticipate needs; think proactively and critically; are a multitasker extraordinaire; a practical problem solver; you embrace change and have a good sense of humour?

Do you want to work with a high energy leader who believes micromanagement is a dirty word? Are you excited about becoming an integral part of a committed team and learning and growing in an exceptional non-profit organization?

Are your communication skills on point and include an innate ability to edit and write for the targeted audience?

Do you have a background that also includes Human Resources?

The Executive Assistant's primary responsibilities include being the right hand of the Executive Director and providing HR support. In addition, you will occasionally support the board and senior management, prepare board packages and briefing materials, manage records and assist with change management.

Things you should know:

You don't have to worry about being the only HR resource. The Executive Director has a corporate HR Leadership background and just needs someone to help with certain areas of HR.

Interested in knowing what it is like to work with the ED – You will have the opportunity to do references on her if you would like.

Ideally, you have some non-profit experience and understand that what fuels employees in our environment is dedication to the cause and the desire to help our clients. If you are driven by corporate environments that are all about the money, ours may not be the right environment for you.

This is a hybrid position based in our office in London. The current hybrid model is 3 days in the office and a 35-hour work week. We are flexible so we need you to be as well.

This position will start as a two-year contract with full benefits and pension but could move to a permanent role.

The Details

Executive Assistance:

- *Executive Support:*
Work alongside the ED to assist in all aspects of the management of operations. Anticipate needs, such as schedule management issues, briefing materials and actions needed for emergent issues.

- *Documentation:*
Prepare detailed reports, presentations, agendas, take notes and draft correspondence on behalf of the Executive Director.
- *Board and Association Meetings:*
Prepare documents for various meetings (attendance may be required at some meetings). Ensure the Executive Director is prepared for each meeting.
- *Information Organization:*
Liaise with the management team and other organizations to ensure proper follow-up to tasks and that deadlines are met.
- *Records Management:*
Organize and maintain confidential files, records, and databases with accuracy and efficiency.
- *Meeting & Training Coordination:*
Schedule and coordinate staff meetings, workshops, and non-operational training sessions to share relevant information and address emerging issues. Ensure materials are prepared, discussions are documented, and follow-ups are completed.
- *Research & Analysis:*
Research industry trends, analyze data, and present well-supported solutions to address issues identified by the Executive Director, helping to guide informed decision-making.
- *Website:*
Work with our internal and external team to ensure the website is accurate and up to date. Post job openings.
- *Other:*
Coordinate “all staff” meetings and sit on at least one internal committee.

Assist the senior management team as required.

Human Resources Support:

- *HRIS Management:*
Utilize the online HRIS system to communicate with employees, track time-off balances and upload relevant documents.
- *Recruitment & Onboarding:*
Manage the full-cycle recruitment process, including posting job openings, screening candidates, coordinating interviews, and extending offers. Oversee onboarding, ensuring all new hires complete an orientation program and receive necessary training from colleagues if needed.
- *Policy Implementation & Compliance:*
Maintain and update company HR policies in collaboration with the Executive Director, ensuring compliance with employment laws and regulations. Provide guidance to employees on workplace policies and procedures.
- *Employee Relations & Engagement:*
Serve as the primary point of contact for employee concerns, fostering a positive work environment and addressing any workplace issues in a timely and professional manner.
- *Record-Keeping & Documentation:*
Maintain accurate and confidential employee records, ensuring proper documentation of performance reviews, disciplinary actions, and other HR-related matters.
- *Health and Safety:*
Ensure timely WSIB filings and investigations.

Qualifications and Skills:

Education: Diploma or bachelor's degree in human resources or a related field is preferred.

Experience: Solid experience supporting Senior Executives as an EA or EC plus an HR background.

Leadership Experience: Prior experience in a leadership role is an asset.

Organizational & Time Management Skills: Strong ability to prioritize tasks effectively and manage multiple responsibilities.

Communication Skills: Excellent written and verbal communication skills with experience communicating with board members is an asset.

Technical Skills: Highly proficient in MS 365 and tech savvy with an aptitude to learn new programs and software.

Confidentiality & Discretion: Ability to handle sensitive employee and company information with professionalism.

Problem-Solving & Independence: Strong critical thinking and analytical skills and ability to work independently in a fast-paced, changing environment.

Personal Attributes: Positive, energetic, can roll with the punches and contribute to the success of the organization while having fun.

Why Us?

- An excellent opportunity to work in the not-for-profit sector.
- Health & dental benefits and pension program.
- Professional development opportunities.
- A salary range of \$55,000 - \$ 60,000 annually.
- Generous paid sick time and vacation time.

If you're passionate about contributing to inclusive workplaces, supporting immigrant talent, and building relationships that drive positive employment outcomes, we invite you to apply and join our team. Please send your resume and cover letter (in one document) to: careers@willemployment.ca

Please reference *Executive Assistant* in the subject line.

WILL Employment Solutions values diversity in all its forms and recruits qualified individuals at all occupational levels that reflect the diversity of our clients and our community. We strive to foster a workplace in which all individuals maximize their potential, regardless of their differences. We are committed to providing accommodations for person with disabilities. If you require an accommodation to complete this application, we will work with you to meet your needs. Accommodation may be provided at all stages of the hiring process.

Please note that although we thank all applicants, only those being considered for interview will be contacted.