

**Executive Assistant**

<b>Department</b>	Legal Affairs, Finance and Accounting
<b>Direct Supervisor</b>	Vice President, Legal Affairs, and Vice President, Finance
<b>Management of Team</b>	N/A

**Position Summary**

The incumbent supports the vice presidents (Legal Affairs and Finance departments) in the success of their mandates by handling the administrative and some of the legal aspects of their functions.

**Key Responsibilities**

- *Administrative support to the different vice presidents*
  - ✓ Manages their calendar and phone calls
  - ✓ Plans their business trips
  - ✓ Prepares their expense' reports
  - ✓ Organizes meetings with investors and suppliers and prepares the supporting documents for those meetings
  - ✓ Drafts and reviews correspondence
  - ✓ Ensures the follow-up of budgets, invoices and purchase orders
  - ✓ Is responsible for the departments' document management (filing, scanning and archiving)
  - ✓ Supports the various team members with the organization of the annual meeting of shareholders
  - ✓ Prepares and types the annual and quarterly financial statements and the notes thereto (a short course will need to be followed with the Corporation's auditors)
  
- *Coordination of activities – Legal Affairs Department*
  - ✓ Prepares draft of certain legal documents; responds to various requests for information from other business divisions; follows-up with third parties on contracts being drafted
  - ✓ Prepares and shares various documents related to board of directors and committee meetings
  - ✓ Keeps up to date the option register in relation to stock option grants, expiry and cancellation
  - ✓ Prepares and files updates with governmental authorities and the Toronto Stock Exchange regarding the corporate status of the Corporation
  
- *Coordination of activities – Intellectual Property*
  - ✓ Updates the tables detailing the intellectual property portfolio
  - ✓ Registers the Corporation's domain names; follows-up on domain names' renewal

**Qualifications Required**

- Minimum of 10 years of experience in a similar role
- Advanced knowledge of Word, Excel, Visio, PowerPoint and Outlook
- Internet literacy
- Strong bilingual skills (French and English), spoken and written

***Personal Qualities specific to the position***

- Great discretion and diplomacy
- Ability to prioritize
- Autonomy and initiative
- Minutiae
- Effective planning and organization
- Ability to set goals and meet deadlines
- Quality focused
- Team spirit and willingness to help
- Interpersonal skills and dynamism
- On-site presence required (unless new governmental restrictions related to the fight against Covid-19 become applicable in the workplace)