

Executive Assistant to the President and CEO

Full Time, Montreal, QC

Job Summary

The Executive Assistant to the President is responsible for providing comprehensive support to the President, Board of Directors, and Executive Team and managing the organization's office operations. This dynamic position requires the ability to anticipate needs, think critically, and offer solutions to problems with a high level of professionalism and confidentiality.

Key Responsibilities

Administrative support to the president

- Work closely with the President to keep him well informed of upcoming commitments and responsibilities, following up appropriately
- Serve as the primary point of contact for internal and external constituencies on all matters pertaining to the President, including those of a highly confidential or critical nature
- Understand the business and the issues taking place in the environment, and exercise judgement to reflect the President's style and organization policy
- Complete a broad variety of administrative tasks that facilitate the President's ability to effectively lead the organization:
 - Manage the President's calendar and phone calls
 - Prioritize inbox and meeting requests, maintain contact lists
 - Determine appropriate course of action (e.g., referral, or response)
 - Draft and review correspondences
 - Arrange and handle all logistics for meetings on behalf of the President's office
 - Ensure information readiness (e.g., agendas, pre-reads, presentations)
 - Make travel arrangements, prepare expense and mileage reports and reconcile credit card
 - Coordinate with administrative staff across the organization to create and maintain the yearly business cycle master calendar
 - Ensure the follow-up of budgets, invoices and purchase orders for the President's office

- Is responsible for the President’s office document management (filing, scanning, and archiving)
- Act as a liaison and provide support to the Board of Directors
- Schedule and arrange all logistics for Board of Directors meetings, the shareholders’ annual meeting and other special events

Qualifications Required

- Minimum of 10 years of experience in a similar role
- Pharmaceutical or Financial sector experience is an asset
- Consistent and effective planning and organization skills
- Advanced knowledge of Office Suite: Word, Excel, PowerPoint, Outlook, SharePoint
- Robust internet literacy
- Strong bilingual skills (French and English), spoken and written

Personal Qualities Specific To Position

- Great discretion and diplomacy
- Ability to prioritize
- Autonomy and initiative
- Ability to set goals and meet deadlines
- Quality oriented and precision
- Team spirit and willingness to help
- Interpersonal skills and dynamism
- On-site presence required four days a week in the morning
- Thrive in an intense, do-it-yourself, start-up environment
- Ability to work well within a cross-functional team environment and diverse communities

What Thera offers -

Competitive Base Salary	Group RRSP Program	Language Courses	Public Transport Subsidy
Referral Program	Care Days	Spot Award Program	Stock Option Plan

