



The Administrative Assistant will support IIAC staff and initiatives.

The ideal candidate will be a flexible, hands-on, professional self-starter who enjoys working in a mission-driven, results-oriented, dynamic and small group environment.

Responsibilities

- Provide full administrative support to the IIAC team. Administrative needs include:
 - Preparation and distribution of documents, including power points.
 - Document organization
 - Scheduling of member, board, and other stakeholder meetings
 - Download and organize statistical data
- Manage the CEO schedule by planning and scheduling meetings, conferences, teleconferences, and travel.
- Maintain Inventory of Office and Kitchen Supplies.
- Maintain boardroom services.
- Perform any other duties related to the nature of their position.

Qualifications

- Post-secondary diploma in Business Administration or relevant discipline, required with a minimum of 3 years of experience as an Administrative Assistant, preferably supporting a small office.
- Excellent verbal and written communication skills complemented by exceptional interpersonal skills.
- Use professional judgment to screen, prioritize and determine actions for incoming.
- Ability to demonstrate a high level of discretion and confidentiality.
- Extremely detail oriented with strong organizational skills.
- Excellent prioritization skills with the ability to remain calm under pressure.
- Written and verbal communication skills in English (French language is an asset)
- Teamwork skills complemented by the ability to work well independently.
- Demonstrated ownership and accountability.
- Advanced proficiency in Zoom, Microsoft Word, Excel, Outlook and PowerPoint, tech-savvy and eager to learn new applications.
- Ability to be on location at the Toronto office, and as required with weekend and after-hour support for onsite events.

The Investment Industry Association of Canada (IIAC) is the national association representing investment firms that provide products and services to Canadian retail and institutional investors.

IIAC is an equal opportunity employer and values diversity in its workforce. IIAC encourages applications from all qualified individuals and will accommodate applicants' disability-related needs, up to the point of undue hardship, throughout all stages of the recruitment and selection process. If you require a disability-related accommodation in order to participate in the recruitment process, please contact the IIAC team by email at careers@IIAC.ca.

We thank all those who apply but only those selected for further consideration will be contacted.