



Executive Assistant Job Posting

About CCIA:

The Canadian Cattle Identification Agency (CCIA) is a not-for-profit organization incorporated to establish a national livestock identification program for trace back and containment of serious animal health and food safety. CCIA developed and maintains a national database system and an affiliated smartphone app. We operate a client support call-centre and manage a webstore of animal identification products. CCIA works closely with affiliated organizations and industry partners.

Job Overview:

CCIA is searching for an experienced, reliable and task-oriented Executive Assistant. The Executive Assistant will work directly with the Senior Management Team and will be responsible for performing a number of administrative duties. The ideal candidate has experience working with a Board of Directors, is highly self-motivated, professional and capable of managing their work load and prioritizing tasks. We value a keen attention to detail and the ability to uphold CCIA's standard as a global leader in traceability.

Responsibilities and Duties:

- Assist senior management with administrative duties
- Human Resources tasks including employee security clearance, job postings, coordinating benefits, staff training, and office social activities
- Coordinate the needs of the Board of Directors such as scheduling meetings, recording minutes, maintaining directors' records etc.
- Coordinates all incoming and outgoing contracts
- Maintain an organized filing system of paper and electronic documents
- Hold a seat on the Health and Safety Committee and provide administrative support

Qualifications:

- Minimum of 3+ years of experience in a similar board led organization environment, reporting to senior management
- Exceptional computer skills, including Microsoft Office Suite.
- Strong organizational, project management and problem-solving skills
- Experience assisting multiple senior executives
- Excellent written and oral communication
- The ability to work occasional evenings and weekends

Valuable assets:

- Knowledge of the Canadian Livestock Traceability System
- Experience performing legal clerical support duties
- Formal training or experience with general Human Resources tasks

The **Executive Assistant** position is full-time, reporting to the General Manager of CCIA, located at the Calgary office.

We encourage all qualified candidates to apply by emailing a resume and a cover letter, formatted consistently in one document. Please include your salary expectations. **The position closes May 24, 2019.**

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