

## JOB POSTING

### Executive Assistant

Date: April 05, 2023

The Toronto Association of Business Improvement Areas (TABIA) is seeking a **full-time** Executive Assistant to support our Executive Director with the day-to-day operations of the organization. You will manage mostly business-related tasks such as creating reports, calendar management, organizing travel and accommodation, taking meeting minutes, and other organizational tasks.

Applicants should have a detailed understanding of the full Microsoft Office suite, be an effective problem solver and have previous experience as an Executive Assistant or Administrative Assistant.

### Role Responsibilities:

- Provide full administrative support to one Executive Director and the Board of Management.
- Prepare documentation for internal and external meetings, including monthly board meetings.
- Complete expense reports while maintaining detailed records of expenses.
- Manage projects as assigned and ensure the accurate and timely completion of tasks.
- Coordinate the planning and execution of two signature member networking events.
- Manage all incoming communications, including email, telephone, and mail.
- Conduct research to further build out advocacy positions and programs.
- Uphold a strict level of confidentiality.
- Support with budget tracking.
- Travel booking and coordination.
- Manage organization's social media channels, website, and database.
- Drafting and circulating of communications such as press releases to members and stakeholders.

### Role Requirements:

- Experience as an executive assistant or other relevant administrative support experience.
- In-depth understanding of MS Office suite.
- Ability to organize a daily workload by priorities.
- Must be able to meet deadlines in a quickly changing environment.
- A proactive approach to problem-solving with strong decision-making skills.
- Professional level verbal and written communications skills.

### Additional Notes

- This will be a hybrid mix of remote/virtual, working from home and as required you will be in the office to support the needs of TABIA. Formal schedule and breakdown to be confirmed by the Executive Director.
- The TABIA offices are located at 100 Princes' Blvd, Toronto Ontario, M6K 3C3.

**About TABIA:**

The Toronto Association of Business Improvement Areas (TABIA) is the umbrella organization of Toronto's 84 BIAs who in turn represent over 90,000 business and property owners.

**How to Apply:**

Interested applicants can forward their cover letter and resume in PDF format to John Kiru, Executive Director at [info@toronto-bia.com](mailto:info@toronto-bia.com).

Applications will be reviewed on a rolling basis.