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Council of
Ministers
of Education,
Canada

Conseil des
ministres
de l'Éducation
(Canada)

THE COUNCIL OF MINISTERS OF EDUCATION, CANADA (CMEC), is an intergovernmental agency providing leadership in policy development, program administration, and research at the pan-Canadian and international levels. Located in the heart of Toronto (steps from the St. Clair subway), CMEC is seeking a:

BILINGUAL EXECUTIVE ASSISTANT

Full-time position

Current annual salary range: \$49,179–\$66,689

CMEC offers excellent benefits and the opportunity to work in a dynamic, collegial, and bilingual environment that promotes professional development and career advancement.

Position summary

The **Executive Assistant** provides administrative support to the Executive Director as well as coordination and follow-up on key dossiers. The incumbent will also provide a variety of administrative duties (up to 30 per cent of his or her time) to the Administration Sector and Communication and Governance Sector, as required. The incumbent will report directly to the Executive Director.

Key responsibilities include:

- Providing support to the Executive Director in her functions and duties
- Coordinating the Executive Director's appointments, includes planning and coordinating all travel arrangements for the Executive Director
- Following up on the status of mandates given by the Executive Director to various CMEC employees
- Managing and coordinating the logistics and organization of meetings such as CMEC and Advisory Committee of Deputy Ministers of Education (ACDME) meetings
- Producing various documents (memoranda, agendas, charts, and timelines)
- Tracking documents through the translation database and following the translation and editing process
- Assisting with managing internal communication platforms (Extranet, etc.), as required.
- Other duties, as deemed appropriate.

Key Qualifications

- A minimum of three years' experience providing administrative support and working on multiple dossiers
- Excellent command of English and French, both spoken and written
- Exceptional organizational and task-management skills, together with the ability to plan, prioritize work, multi-task, and meet tight deadlines
- Excellent communication and interpersonal skills and sensitivity to a variety of levels of authority (will deal with senior government officials)
- Strong follow-up skills for project planning and processes
- Strong capacity to exercise discretion and tact in sensitive and confidential situations
- Excellent problem-solving skills
- Strong attention to detail
- Excellent computer skills (MS Office), including the ability to create PowerPoint presentations and manipulate spreadsheets
- Ability to exercise sound judgment
- Knowledge of, and sensitivity to, intergovernmental relations

Please send an electronic version of your cover letter and résumé to the Council of Ministers of Education, Canada (CMEC), to the attention of Human Resources at hr@cmecc.ca by **4:00 p.m. EST, February 19, 2019**. For more information, visit us at www.cmecc.ca.

CMEC welcomes applications from persons with disabilities. Accommodations are available upon request for candidates taking part in the selection process.

CMEC thanks all candidates for their interest in this position. Only those who are selected for an interview will be contacted. Candidates must be legally entitled to work in Canada.

CMEC is an equal-opportunity employer.