

CONFIDENTIAL SECRETARY

LOCATION: TORONTO, ONTARIO

Green Shield Canada (GSC) is not your traditional benefits provider. We're different, and that's a good thing.

As Canada's only national not-for-profit health and dental benefits specialist, our reason for being is to create innovative solutions that improve access to better health. Committed to providing effective cost containment strategies, advanced technology and exceptional customer service, we manage and administer benefit plan programs for 1.6 million plan members nation-wide.

GSC has been selected by Aon Hewitt as one of the Top 50 Employers in Canada. This award confirms GSC's longstanding reputation as a company that respects and engages its employees - one that provides an excellent working environment and offers challenges and career growth.

We are seeking an individual to fill the position of **Confidential Secretary**, located in our Toronto office.

This individual will provide administrative support to the Chief Financial Officer (CFO).

OVERVIEW OF RESPONSIBILITIES:

- Provide confidential administrative support to the CFO and Finance Department.
- Provide assistance with research material and other projects as assigned.
- Assist in the preparation of business documents and presentations including format and content.
- Follow-up, complete and maintain various filings for regulatory and compliance matters.
- Coordinate and follow-up on regular departmental reports.
- Coordinate Committee meeting materials and logistics, ie. arranging boardrooms, catering, presentation equipment.
- Maintain a database of the Corporation's members.
- Maintain a filing system to allow ready access to correspondence and background material.
- Support the organization and maintenance of key company policy documents and agreements.
- Coordinate travel arrangements for the CFO and prepare/reconcile travel expenses.
- Other duties as assigned.

COMPETENCIES AND QUALIFICATIONS:

- Minimum of 5-7 years of experience with a preference for Insurance or Financial Services industry experience.
- Prior experience working with Senior Executives.
- Post-secondary school degree or diploma.
- Excellent organizational and time management skills
- Ability to meet deadlines and manage a variety of requirements and priorities concurrently.
- Excellent communication skills (verbal and written).
- Proactive, diplomatic and confident with the ability to develop, foster and maintain relationships with a wide variety of stakeholders including members of the Board of Directors, Executives, and members of the Management Team.
- Analytical, problem solving and critical thinking capabilities.
- Ability to work independently and as part of a team.
- Sound judgment regarding ethics, discretion, privacy and confidentiality requirements.
- A high level of initiative, attention to detail and accuracy.
- Strong computer skills – extensive knowledge of Excel, Word, PowerPoint and Internet tools.
- Flexibility