

Executive Assistant, Board Support

Exchange Bank of Canada (EBC) is a Schedule 1 bank based in Toronto, Canada.

EBC is wholly-owned by Currency Exchange International Corp., a publicly traded company on the Toronto Stock Exchange (CXI) and OTC (CURN). As a specialist in wholesale foreign exchange services, EBC provides a wide range of foreign currency exchange and international payment services to financial institutions and corporations tailored to streamline processes and delivered with unparalleled customer service.

Description: *EBC is looking for an experienced and proactive individual with solid experience in both administrative practices and governance practices to join the team as an Executive Assistant, Board Support.*

Essential Functions:

Reporting to Corporate Secretary the Executive Assistant, Board Support will provide Board support as follows:

- Assist the Corporate Secretary with compiling meeting materials and binders as required
- Assist the Corporate Secretary with document management, including Contract Management, Policies, preparation of resolutions and regulatory filings
- Coordinate scheduling of meeting locations and manage calendars
- Handle all aspects of travel arrangements, reservations and expenses
- In charge of catering requirements for Board and Committee meetings and setting up meetings, which may require attending the office before and after regular scheduled hours
- Ensure proper record-keeping and documentation practices are implemented both paper and electronic

In addition, this role provides high-level administrative support to Company Executives, including but not limited to the following activities:

- Various clerical duties, including drafting correspondence, formatting documents, reports and presentations
- Greet and announce all visitors to the Bank's Corporate division
- General office responsibilities including filing, faxing, photocopying, scanning, ordering supplies and Kitchen facilities
- Oversees the coordination and planning of significant corporate events;
- Additional responsibilities, as needed

Qualifications & Skills:

- Strong attention to detail, excellent time management skills, ability to work under pressure and prioritize
- Exceptional interpersonal skills
- Ability and willingness to adapt to, and work effectively, within a variety of situations, and with diverse individuals.
- Highly professional, discreet, collaborative and resourceful
- Excellent technical skills including advanced proficiency with MS Office and related applications

Education & Experience:

- Post-secondary education
- 3-5 years' experience working as a Legal Secretary or Law Clerk
- Experience with Diligent
- Solid experience with board governance processes; good understanding of high-level corporate and regulatory administration

Benefits:

- Commuter Reimbursement - EBC will pay the toll, bus or metro cost in and out of work
- Holiday Pay - Paid day off for 10 designated holidays throughout the year
- Vacation - 2 weeks of paid vacation
- Sick/Personal Days - 1 week of paid sick/personal time off
- Health/Dental/Vision - EBC pays 80% of the Health/Dental/Vision Insurance premiums
- Basic Life, AD/D, and Long-Term Disability - Plan premiums are fully covered by EBC
- RRSP - EBC matches up to 5%

Applications are accepted until: April 20, 2019

If you are interested in this position, please email your resume to: Recruitment@ceifx.com