

About this opportunity

Actua is looking for an exceptional administrative professional to fill the role of **Executive Assistant and Office Manager** to provide administrative leadership to the CEO and our team in Ottawa. This is a unique opportunity to work closely with an influential leader while contributing to the success of the company and gaining invaluable professional experience. If you are an organized, high-performing individual who sees the value in working to make others' jobs easier, you could be the right fit for Actua's **Executive Assistant and Office Manager** position. This is a full-time, contract position (14 months) to cover a maternity leave. This role is located in Ottawa and will report to the CEO, Jennifer Flanagan.

Actua is Canada's leading science, technology, engineering, and mathematics (STEM) outreach organization, preparing youth to be innovators and leaders by engaging them in exciting and accessible experiences that build critical skills and confidence. We focus on engaging the hardest-to-reach youth in Canada ensuring they have the opportunity to develop essential STEM skills. Actua represents and supports a network of 43 members located at universities and colleges across Canada and provides this network with resources, funding, and advocacy at the national level.

What you will do:

- **Executive Support:** The success of our CEO will be your top priority! You'll assist the CEO with operational tasks and act as the point of contact between the leadership team and both internal and external colleagues. You'll review daily activities, schedule appointments, manage correspondence, maintain calendars, and help keep things running smoothly as well as assist with personal errands.
- **Calendar Management:** You'll efficiently manage the CEO's complex schedule, including organizing and confirming meetings, preparing background information, and providing administrative support during meetings. Proactively anticipating scheduling conflicts and prioritizing appointments to optimize time management is a skill you naturally excel at.
- **Administrative Leadership:** You'll guide our administrative team to guarantee that all administrative tasks, site logistics, and activities are completed effectively. This includes supervising the administrative assistant in their daily work and ensuring the smooth operations of the Ottawa office.
- **Communication and Correspondence:** You'll handle incoming and outgoing communications for the CEO, including detailed email support, phone calls, and other correspondence. You'll draft and proofread professional documents, presentations, and reports while maintaining discretion and confidentiality of highly sensitive and complex information.
- **Information Management:** You'll maintain and organize confidential files, documents, and records for the CEO. You'll also ensure timely access to information for meetings, projects, and strategic decision-making.
- **Logistics:** You'll manage our office's security, and phone systems, and work with our landlord to facilitate any repairs or work that needs to be done in our space. At times you will also help facilitate internal processes such as procurement, contracting, and purchasing.
- **Events:** You'll assist with the planning of any hospitality related to events including the logistics, catering, invitations, volunteers and supply needs, and coordination of transportation as required.
- **Travel:** You'll coordinate travel arrangements and accommodations for the CEO, prepare itineraries, plan logistics, submit expense reports, and compile documents for travel-related meetings. One of the key duties is to meticulously verify all itineraries to ensure that every detail is accurate and easily accessible when required.

About you

- You are a highly dedicated and loyal person who possesses a passion for administrative support work. You thrive on the opportunity to provide seamless assistance to executives and teams, going above and beyond to ensure the success of our CEO.
- Your attention to detail is impeccable, and you take pride in your ability to anticipate needs and proactively address them. You understand the importance of efficient calendar management, meticulous documentation, and streamlined communication. Your organizational skills are second to none, allowing you to effortlessly juggle multiple tasks and prioritize effectively.
- One of your greatest strengths is your exceptional ability to problem-solve. You approach challenges with a positive mindset and eagerly seek innovative solutions. Your resourcefulness and adaptability enable you to navigate complex situations with ease, finding ways to streamline processes and improve overall efficiency.
- Beyond your technical skills, your interpersonal skills are exemplary. You excel at building strong relationships and fostering effective communication among team members. You naturally possess a genuine sense of empathy and a great sense of humour which shines through in your interactions with colleagues and stakeholders.

Qualifications

- 5+ years of experience in an administrative role.
- Post-secondary education is an asset
- Demonstrated experience as an executive assistant supporting C-level executives or high-profile individuals.
- Proficient in using a variety of software platforms including Google Suite.
- Professional and polished demeanor.

Why work with us

In this role, you will have the opportunity to make a national impact by joining an organization that is committed to breaking barriers to STEM. Actua's National Indigenous Youth in STEM (InSTEM) Program, National Girls Program and other programs are designed to engage underrepresented and underserved youth populations across Canada. Each year, Actua and its growing network of [over 40 college and university-based members](#) engage over 300,000 youth in exciting, hands-on experiences that help build their skills and confidence in STEM. We anticipate continued growth over the coming years, which will provide tremendous opportunity for you to grow with us.

This is your opportunity to join our vibrant team-driven environment while working in a youthful, fast-paced and fun culture. This role is based in our Ottawa office, which is centrally located in the Byward Market. We offer a competitive salary and access to group health & medical benefits. For more information about us, please visit www.actua.ca.

To Apply

Please submit your cover letter and resume as a single PDF document on the Actua employment page. The position will remain open until a suitable candidate is selected. Please note that while we appreciate all applications, only those candidates selected for an interview will be contacted. Actua is an equal opportunity employer and is committed to accessible employment practices. If you require an accommodation for any part of the selection process, please notify us and we will work with you to meet your needs.