



JOB DESCRIPTION

Job title: Executive Assistant	
Department: Legal Services	
Reports to: General Counsel & Corporate Secretary	
<input checked="" type="checkbox"/> Full-time	<input type="checkbox"/> Part-time

PURPOSE: Give a brief description of why the job exists and how does it adds value to ATRF.

Reporting to the General Counsel & Corporate Secretary, the Executive Assistant provides professional administrative and operational support to the CEO, Legal Services, and the Investments & Funding team. This role supports the CEO and the General Counsel & Corporate Secretary through expert calendar management, meeting and event coordination, document preparation, and monthly expense reconciliation. The Executive Assistant also supports Legal Services with coordinating Board-related activities and providing administrative support for legal and governance matters. The position handles confidential information with discretion and enables efficient day-to-day operations across the executive and Legal Services functions.

ESSENTIAL DUTIES AND RESPONSIBILITIES: Give a brief description to state overall purpose, expectations and/or objectives of the position. Then add bullet points, listing the specific tasks and job duties of the position that are required on a daily basis. Items should begin with action words such as perform, responsible for, deliver, develop, etc.

- Manage and prioritize executive calendars by scheduling and confirming meetings, resolving conflicts, and monitoring deadlines.
- Serve as a primary point of contact for internal and external inquiries to the CEO and Legal Services, providing information and resolving issues or escalating as appropriate.
- Arrange travel logistics for the CEO, Legal Services, the Investments & Funding team, and the Board, including flights, accommodations, and itineraries.
- Support the Legal Services team in coordinating, preparing, and distributing Board and Committee materials, uploading agenda packages to the board portal, and coordinating meeting logistics.
- Coordinate conferences and educational event registrations for executives and Board members and all related logistics.
- Coordinate internal and external meetings and events by booking facilities and catering, posting agendas and supporting materials, and managing logistics such as travel, accommodations, and technical support.
- Manage and reconcile monthly accounts payable through preparing executive and Board expense claims, verifying and coding invoices and expenses, and coordinating with Financial Services to support accurate tracking and budget oversight.

- Maintain memberships (Institute of Corporate Directors, Law Society, etc.) applicable to the CEO, Legal Services and the Board.
- Prepare and edit documents, presentations, and reports as needed and in alignment with ATRF brand standards and templates.
- Draft and review correspondence on behalf of the CEO and the General Counsel and Corporate Secretary as required.
- Assist with maintaining accurate records and filing systems for Legal Services, including governance documents, tracking documentation, and Board-related materials.
- Support onboarding activities for new Board members and maintain contact records.
- Provide cross-functional administrative support, as needed.
- Complete special assignments, projects and other duties, as assigned.

EDUCATION AND WORK EXPERIENCE QUALIFICATIONS: This section is used to describe what knowledge, skills and abilities are required to perform the daily tasks and job duties bulleted above. For education requirements indicate type of degree or diploma required, certifications and/or designations.

- Diploma or certificate in Administration, Business, or a related field.
 - A minimum of three years of progressive administrative experience supporting senior executives.
- *Equivalent combinations of experience and education, including legal assistant experience with transferable skills, may be considered.*
- Experience supporting corporate boards and using board portals (i.e. Diligent) is an asset.
 - High degree of problem-solving and critical-thinking skills with the ability to anticipate needs and resolve issues proactively.
 - Strong judgment with the ability to make sound decisions when information is limited, timelines are tight, or priorities compete.
 - Meticulous attention to detail with a focus on accuracy, efficiency and continuous improvement.
 - Strong written and verbal communication skills with a professional and diplomatic approach.
 - Demonstrated discretion and the ability to handle sensitive and confidential information with integrity.
 - Excellent organizational skills with the ability to balance and deliver on multiple priorities simultaneously.
 - Advanced proficiency in office technology and collaboration tools, including Microsoft 365 suite (Outlook, Word, Excel, PowerPoint, Teams, SharePoint) and Zoom.
 - Ability to establish rapport and work cooperatively with colleagues at all levels of the organization.

INDEPENDENCE OF ACTION/AUTHORITIES: Describe the extent of to which decisions and recommendations are made independently. (e.g., complexity of problem solving) responsibilities.

The Executive Assistant works with a high level of independence in managing priorities, organizing workflows, and resolving issues within established practices. This position makes day-to-day decisions related to scheduling, communications, logistics, and administrative processes, and identifies matters that require the attention of the CEO or the General Counsel & Corporate Secretary. This position handles confidential information with discretion and exercises sound judgment when information is limited or timelines are tight. Guidance is available for complex issues or matters with legal, governance, or strategic implications.

