

Bilingual Executive Assistant

The Organization

Canada's Accredited Zoos and Aquariums (CAZA) is the advocacy voice of Canada's 28 accredited zoos and aquariums. Our members combine sound business practices with excellence in animal welfare setting the Canadian standard.

The Challenge

The Bilingual (English/French) Executive Assistant provides high level administrative support to meet the administrative requirements of the Executive Director & CEO. A strong motivation to forecast what the executive will need and deliver on it before it is asked is welcomed. The successful individual will be involved in planning and attending board meetings, an annual conference, and assisting the CEO to carry out the new strategic plan.

Qualifications and Experience

- Post-secondary diploma or a university degree in an administrative field
- A minimum of 5 years of experience, association environment preferred.
- Comfortable working remotely, CAZA has adopted a full virtual office environment.
- Experience working with membership or CRM databases.

Skills and Abilities

- Strong interpersonal, verbal and written communication skills in both English and French (required)
- Proficiency with Microsoft Office environment (Outlook, Word, Excel, PowerPoint, Sharepoint)
- Excellent organizational skills and attention to detail
- Proactive management of meetings as well as proficiency in taking meeting minutes and shepherding action plans arising from the meetings
- Adapts well to changing priorities, changing situations, new ideas, new people, concepts and software
- Ability to exercise discretion in handling confidential matters
- Ability to work independently and collaboratively
- Ability to use judgement and take initiative
- Ability to multi-task, prioritize, problem solve
- Ability to investigate and research, analyze and synthesize information.
- Ability to travel to the annual conference and board meetings is required.

The Job

This is a full-time permanent position offering a salary of \$60,000 annually with a comprehensive benefit plan, including sick leave and three weeks' vacation. The office is virtual office, all necessary equipment is provided.

To Apply

Please apply by submitting your résumé and a cover letter to info@caza.ca with Executive Assistant in the subject line. Thank you for your interest in this position, CAZA is an equal opportunity employer.