

Join our growing team!

Maple Mutual Insurance Company is searching for an individual to become part of our Executive Team. We are hiring a permanent full time **Executive Assistant** to join our team in Dresden, Ontario. We offer a positive team environment with a focus on health, wellness, community involvement, as well as benefit, pension packages and company paid training. This new position will support the CEO/President, Vice President of Operations & Treasurer, and the Board of Directors.

Position Duties

- Assist with Board of Directors administration – Agenda, Minutes, Reports etc. for Board meetings and Board Committee meetings
- Assist with Marketing administration
- Assist with Human Resource administration
- Assist with Corporate Compliance
- Manage corporate travel logistics and activities, including accommodations, transportation, and meals
- Other duties as the position evolves

Position Requirements:

- Maintain strict confidentiality
- Strong interpersonal and effective communication skills (verbal and written)
- Demonstrates the ability to handle multiple and varied complex assignments
- Possess strong problem solving and analytic skills
- Must work well as part of a team and contribute to a positive work environment
- Demonstrated efficiency and priority management skills
- Professional and courteous customer service skills

Qualifications:

- Applicants with a minimum of 3 year of experience preferred
- Understanding of change management principles and the ability to adapt to changes in technology, processes and workflow
- Proficient computer skills including working knowledge of MS Office and willingness to learn new Software programs.

Salary Range \$42,656 to \$57,711

How to Apply:

Interested candidates are asked to submit a resume detailing your qualifications and experiences in confidence by email to Ron Buchanan, Vice President of Operations & Treasurer at ron@maplemutual.com by 4:00pm on July 14, 2024. We thank all applicants for their interest and wish to advise that only those candidates selected for an interview will be contacted.