

## The Position:

We are seeking an ambitious professional to act as **Executive Assistant** to the President & CEO on a permanent, full-time basis. In this role you will provide vital administrative support to the Executive Leadership team and Board of Directors. In this job, you will communicate frequently with senior Leadership, manage busy calendars, schedule high-level meetings, make travel arrangements and coordinate special events.

## About Us:

### **We're strong, and we've been around for a while.**

Halwell is a policyholder owned, financially secure, community-based property and casualty insurer that's one of a group of Mutual companies forming a strong partnership across the province. We have been insuring the property assets of rural and urban policyholders in Guelph and surrounding area for over 156 years, with have Gross Written Premium base of over \$24 million.

### **We care about the growth & wellbeing of our staff.**

We have a friendly, caring workplace where you can use your skills and experience to help our team continue to deliver top rate service to our broker partners. And, because of our large network, staff members can take advantage of opportunities to learn and grow professionally and are consistently encouraged to achieve their career development goals. Our beautiful office boosts employee wellness with floor-to-ceiling windows, complimentary gym, outdoor patio, fully equipped lunchroom and collaborative meeting areas, beautiful walking trails, and so much more!

## What you're good at:

- You're a tech-savvy, organization guru who manages digital calendars and handles complex scheduling with ease.
- Providing end-to-end administrative support for high-level meetings with internal and external stakeholders.
- Being tactful, diplomatic and upholding strict confidentiality when handling sensitive information.
- Exhibiting sound judgment and being confident in your decisions.
- Developing and maintaining positive working relationships.
- Being proactive, results-focused, efficient and accountable.
- Being flexible to easily adapt to changes.
- Presenting yourself with the utmost professionalism at all times.

## What you have:

- A post-secondary certificate and 2-5 years experience providing administrative support to senior-level leaders (graduates of Executive Assistant or Business Administration programs will be given preference)
- Superb communication and interpersonal skills to effectively communicate by email, phone and in-person
- A passion for providing excellent administrative support and strong attention to detail
- Ability to work flexible hours out of our Guelph office

## Apply today!

We offer a generous total rewards package that includes competitive salary, annual incentive plan, great benefits, a supportive culture that promotes work/life balance, and much more! Please send a detailed resume and cover letter citing "Executive Assistant" in confidence to [hr@halwellmutual.com](mailto:hr@halwellmutual.com) by Sept. 23<sup>rd</sup>, 2019. We thank all applicants for their interest; however, only those selected for an interview will be contacted.

## Accessibility Statement

*Halwell Mutual is an equal opportunity employer. In accordance with the Ontario Human Rights Code and the Accessibility for Ontarians with Disabilities Act (AODA), accommodations will be provided at any point throughout the hiring process, provided the candidate makes their accommodation needs know to Halwell in advance.*