

Executive Assistant

Advocis, The Financial Advisors Association of Canada, is the association of choice for financial advisors and planners. With more than 17,000 member-clients across the country, Advocis is the definitive voice of the profession, advocating for professionalism and consumer protection. Professional financial advisors and planners are critical to the economy, helping consumers make sound financial decisions that ultimately lead to greater financial stability and independence. Advocis works with decision-makers and the public, stressing the value of financial advice and striving for an environment in which all Canadians have access to the advice they need.

Advocis Broker Services Inc. (ABS) is a wholly owned subsidiary of The Financial Advisors Association of Canada. Advocis Broker Services Inc was established to serve the needs of financial institutions, financial advisors, and financial planners in Canada. For more information about ABS visit our website at <https://advocisinsurance.ca/>

Executive Assistant Responsibilities:

- Manage scheduling for company executive
- Draft, review and send communications on behalf of company executive
- Plan, Coordinate and organize departmental and client meetings- in person and virtual
- Answer and respond to phone calls, communicate messages and information to and on behalf of the executive
- Maintain VP's electronic calendar and in his absence, respond to e-mails and messages as needed.
- Coordinate all travel arrangements and prepare applicable expense reports
- Maintain various records and documents such as contracts, NDAs and other agreements
- Support brokerage staff in maintaining all licensing and CE requirements in all provinces
- Work with the VP in maintaining brokerage licence and registration in all provinces.
- Photocopying, faxing & filing

A portion of this role will provide support to three different Boards (+10%):

- Prepare information packages/presentations
- Attend meetings and take minutes
- Set-up meetings in person or virtually
- Communicate/schedule meetings or events for members (local and national)
- Observance and compliance of corporate by-laws
- Communication/Coordination with corporate secretary

Skills and Qualifications:

- Excellent written and verbal communication skills
- 2-3 years' experience in an EA role
- Experience working in the Insurance industry is an asset
- Organized and optimized time-management skills
- Detailed and ability to multitask
- Basic understanding of frequently used administrative and communications software, such as MSOffice, Outlook, Zoom.
- Above average Professional Interpersonal skills

To Apply

Interested qualified applicants should e-mail their cover letter and resume to resume@advocis.ca.

We are committed to inclusive and accessible employment practices. Please advise human resources when contacted if you require any accommodation measures to fully participate in our application or hiring processes. Information received relating to accommodation measures will be addressed confidentially.