

MANAGEMENT ASSISTANT

Position Summary:

The Management Assistant will provide overall administrative and organizational support to the President and Senior Leadership. Primary responsibilities include project coordination of tasks related to Strategic Initiatives and coordination of day-to-day workflow, including complex calendar and task management, email review including organization, prioritization, and response. The successful candidate will be highly organized, proactive, flexible, self-starter with strong initiative, who possess strong follow through skills.

In this role you will:

- Organize, manage, and prioritize project deliverables related to our annual Strategic Initiatives by organizing team meetings, preparing communication and following-up on tasks.
- Task assignment, including completion of some and tracking of all as related to Strategic Initiatives and other organizational projects.
- Complex calendar management and meeting support to facilitate daily meetings and appointments
- Prepare meeting materials and coordinate agendas
- Plan and co-ordinate offsite meetings, group, project, and team events when required
- Compile, edit and finalize executive level presentations and documents. Proofread documents to ensure accuracy and clarity of content; ensure conformity to layout and format. Prepare outgoing email as needed
- Prepare various reports, including but not limited to, financial and operational reports
- Take meeting-minutes during senior management team meetings
- Manage and submit expenses on behalf of the President & senior leadership
- Maintains confidentiality in all matters.

Required skill, qualifications, and experience:

- Bachelor's degree/Certificate or equivalent experience.
- 5+ years of experience as an Administrative Assistant or comparable position either supporting executives and senior leadership or in an environment of managing multiple planning elements and related deliverables concurrently
- Excellent multi-tasking skills with the ability to effectively prioritize tasks within a fast paced, deadline-oriented environment
- Strong organizing skills with the ability to follow through to ensure that tasks and deadlines are completed

- Strong attention to detail and demonstrated ability to provide a high level of accuracy
- Excellent interpersonal and communication skills (written and verbal). Strong business acumen is an asset
- Good judgment and decision-making ability, especially when dealing with clients (internal and external) at all levels
- Self-motivated and results oriented
- Ability to handle and maintain information with the highest degree of integrity and confidentiality
- Proven experience working in a professional manner
- Proficient in the use of Microsoft Office, including but not limited to Word, Excel, PowerPoint, & Teams

About Prosci:

Founded in 1994, Prosci is a global leader in change management and the provider of choice for 80% of Fortune 100 companies. Prosci combines scientific research with the people side of change to deliver results-focused solutions that enable clients to achieve change outcomes and grow organizational change capability. Prosci maintains the world's largest body of change management research—the basis for the company's tools, methodologies, services, and role-based development programs. To date, Prosci has certified over 65,000 change management practitioners worldwide. The company is headquartered in Fort Collins, Colorado, with offices in Halifax, Canada, and Sydney, Australia, and more than 25 certified Prosci Partners around the globe. Prosci is continually expanding directly and through its partner network to ensure change success for clients no matter where they are located.

Prosci is committed to creating an inclusion and diverse culture. We encourage qualified applicants without regard to race, color, religion, sex, sexual orientation, or expression, national or ethnic origin, age, disability, or any other legally protected characteristics to apply.

If this role interests you, please submit your resume to resumes_can@prosci.com. We thank all applicants for their interest; however, only those selected for an interview will be contacted.