



SENIOR EXECUTIVE ASSISTANT

AMRIS Reference No: 4632

Contract Term: Indeterminate

Term Details: This position is an LES (Locally Engaged Staff) position, subject to the Terms and Conditions of Employment for LES in **United States**

Mission: Consulate General of Canada in New York, USA

Number of Vacancies: 1 (one); with the possibility of another Senior Executive Assistant position being staffed from the eligibility list created through this competition.

Schedule: Full Time

Job Category: Administration

Level: Administrative

Classification: LE-A3

Salary: 68,764 USD plus benefits

Location: New York, United States

Close date: 06/10/2021 11:59PM UTC / GMT

Language(s) of the interview: English

ABOUT THE ROLE:

This is an exciting opportunity to work with the Consulate General of Canada in New York, a government organisation whose core business is promoting Canadian interests in the tri-state area, including offering assistance to Canadian businesses and services to Canadians. The Consulate General of Canada in New York is seeking a candidate who has working knowledge of social media platforms and emerging technology, who is innovative, action driven, flexible, thrives in a fast-paced environment, excels at managing multiple priorities, and is successful in communicating with all levels within the organization. This person is critical to the organization and success of our Leadership Team.

Under the general direction of the Deputy Head of Mission (Deputy Consul General), the Senior Executive Assistant exercises considerable discretion and judgement regarding how to prioritize and effectively manage the Deputy Consul General's office. In addition to providing general administrative support (in-person and virtual meeting organization, scheduling, travel, budgets etc.), the successful candidate will support the office leading up to and during meetings, set up communication platforms/technologies, prepare materials and presentations for meetings and programs, assigning action items, tracking deadlines and following up to ensure completion as well as engage stakeholders and deliver media campaigns via social media platforms and other technology.

Area of Selection

Open to applicants who are legal residents or citizens of the United States who are:

- living in the tri-state area of New York;
- current employees of a Canadian Mission located in the United States;
- spouses and dependents of Canada-based staff of the Canadian Missions in New York;



who meet all of the essential requirements stated below, and whose applications are received by the closing date. Please note that the Consulate General of Canada in New York will not reimburse relocation costs under any circumstance and does not sponsor work authorizations directly or indirectly.

Essential Qualifications

Candidates will initially be screened against the Essential Qualifications relating to education, experience and language. Candidates must clearly demonstrate in their cover letter and CV how they meet each of these essential qualifications.

Education

- Bachelor's degree from a post secondary institution; OR
- Two-year degree from a recognised institution AND a minimum of 6 years of relevant work experience.

Language

- Fluency in English (oral and written)

Experience

- Recent experience of at least 3 years in an administrative/executive assistant role supporting an executive in a fast-paced environment.
- Recent experience in setting up and supporting meeting(s) through various business communication platforms/technologies such as video conference systems, Slack, Visio etc.
- Recent working knowledge of all social media platforms and emerging technology.
- Recent experience in general administrative support (in-person and virtual meeting organization, scheduling, travel, budgets etc.).
- Recent experience in developing relationships with executive clients and their executive support associates.

**Recent is defined as within the last 7 years.*

Rated Requirements

The Rated Requirements relating to knowledge, abilities and competencies will also be assessed. Methods of assessment may include, but are not limited to, a written examination, an oral in-person, remote or recorded interview, a role-play, practical tests, a presentation and/or psychometric assessment.

Knowledge

- General knowledge of the role of a Consulate General's office; and
- Proficiency in MS Office applications including: Word, Excel, Power Point, and Outlook and internet open source research.

Abilities/Competencies

- Ability to use technologies such as video conference systems, Slack, Visio, Zoom, Teams etc.



- Ability to engage stakeholders on various Social Media platforms, including Twitter, Facebook, LinkedIn, etc.;
- Ability to prioritize and organize schedules, travel arrangements, agendas, representational events;
- Ability to organize logistical arrangements for in person and virtual; meetings, visits and events;
- Ability to communicate effectively and accurately in English (oral and written);
- Ability in researching, compiling, collating and analysing information, including the ability to manage budgets, prepare briefs and presentations; and
- Ability to work with a diverse client base, including racialized communities while applying an intersectional lens to initiatives, with a view to advancing the organization in the areas of diversity, equity and inclusion.

Personal Suitability:

- Professionalism with strong interpersonal skills;
- Proactively establish priorities, work independently and as a part of a team
- Adaptability and flexibility;
- Client focus;
- Punctual and reliable;
- Sound judgement; and
- Integrity & Discretion.

Asset Qualifications

Working knowledge of French is desirable.

Operational Requirements

Normal hours of work for this position are in accordance with the Locally Engaged Staff (LES) regulations of 37.5 hours per week. The successful candidate must be willing to work paid overtime during evenings and weekends, as required.

Conditions of Employment

- The successful candidate will be required to obtain a Government of Canada Reliability Status which includes a criminal and credit background check;
- Have and retain the right to live and work in the United States including having status in accordance with U.S. protocol directives for foreign missions (US Citizen, Landed Permanent Resident, or specific visa categories accepted by the Department of State for employment in a foreign mission); and
- Before the Consulate General of Canada will make an offer of employment, candidates must provide a local address as proof of residence in the specific city, region or country so that if selected, the address will appear on the offer letter.

Equity, Diversity and Inclusion:

Our organization offers an inclusive workplace where respect, teamwork, and collaboration are part of our culture.



Canada's missions abroad are committed to promoting and supporting an environment free from harassment and discrimination, as well as encouraging and supporting employees to learn and develop their skills and competencies.

IMPORTANT NOTES

How to apply:

- Applications will only be considered when received through our Job Opportunities Portal <https://www.wfca-tpce.com/vacancyView.php?requirementId=4632&source=PO>
- Candidates are required to upload a CV and cover letter in English or French.
- Applications which do not include the requested documents or information will be rejected.
- Any additional information must be included as part of these two attachments.
- Candidates who are unable to submit their application due to technical difficulties must report these to CNGNYPRMNYHR@international.gc.ca prior to the closing date. Failure to do so will result in the application being rejected.

Important Notes:

- We offer a competitive salary, generous leave, 12 weeks of paid parental leave and a strong benefits package that includes medical, dental, long term disability and a retirement savings plan.
- Please do not use a tablet or cell phone to submit your application, as mobile browsers are not supported by our portal. Candidates should only **apply using a laptop or desktop computer**.
- Only applications submitted in one of the official languages of Canada will be accepted (English or French).
- Communication for this process will be sent via email. It is the responsibility of the candidates to ensure accurate contact information is provided and updated as required.
- Candidates must provide an email address that accepts email from unknown users and regularly check their email, including spam folder.
- The Government of Canada does not reimburse any travel costs to and from interviews/exams nor does it reimburse any relocation costs.
- Canadian citizens may be subject to deductions for employment insurance, Canada Pension Plan, and Canadian Income Tax.
- The results of this recruitment process may also be used to establish an eligibility list of qualified candidates for similar openings at the missions. This list might arise in the 12 months following the completion of this recruitment process.
- Candidates requiring any special assistance in attending exams or interviews are requested to inform us.
- Later in the process, reference checks will be sought for candidates who succeeded all of the assessments.
- Our organization offers an inclusive workplace where respect, teamwork, and collaboration are part of our culture. Canada's missions abroad are committed to promoting and supporting an environment free from harassment and discrimination, as well as encouraging and supporting employees with accommodation needs.