



We are looking for a Bilingual Executive Assistant – in Toronto or Montréal

The Canadian Public Accountability Board (CPAB) is Canada’s public company audit regulator, protecting the investing public’s interests. We contribute to thought leadership on enhancing audit quality through insights, tools, research, outreach and communication. We are a catalyst for dialogue and engagement among key stakeholders on audit quality matters, in Canada and internationally.

We do important work; we need remarkable people on our team.

Who are we looking for?

You are at the top of your game and recognized for your bilingual skills (French and English), results-driven and proactive approach, and your excellent organizational and time management skills. Naturally curious, you model a compelling style of accountability, integrity and discipline, high attention to details, consistency and follow-through. Technological changes and the impact to the way you work, and your profession, has never been an issue. You share our commitment to – embracing different perspectives, experiences and people.

Who are you?

You are looking for an opportunity to work with the best and the brightest, to learn and grow. You have over five years of experience supporting executives, up to and including the C-suite. You have a special ability to be one step ahead of the people you are supporting while anticipating their needs. You have superb judgment in a variety of situations, combined with the ability to maintain a realistic balance between multiple, competing priorities.

You’ve been successful at being diplomatic, building consensus and fostering positive relationships. You take great pride in your own work whether it’s calendar management or project management it’s always accurate and of the highest quality.

You are committed to service excellence, possess an intuitive sense of discretion and confidentiality, and are graceful under pressure.

What would you be doing?

- Provide executive support to the Stakeholder Engagement team, including calendar management, presentation preparation, project management, and event planning.

- Assist with, and when necessary, coordinate logistics for large projects including strategic plan meetings, stakeholder meetings, symposiums, and annual conferences/events.
- Provide confidential executive support to the Stakeholder Engagement team while exercising sound judgment in planning and problem-solving.
- Liaise with Communications team on various tactics including electronic newsletters, employee communications and coordination of French translations.
- Draft and/or edit documents and correspondence to ensure the accuracy of content, spelling, and grammar in both official languages.
- Manage executive expense reports.

Required Skills & Abilities:

- Excellent verbal and written communication skills (French and English) to create correspondence, project summaries, presentations, and reports is required.
- Excellent interpersonal skills to liaise with the internal and external stakeholders on complex matters.
- Strong attention to detail.
- Ability to work effectively, both independently and as a team member; demonstrated ability to take initiative and exercise sound judgment.
- Strong time management skills are required to effectively prioritize and meet multiple conflicting deadlines with minimal supervision.
- Demonstrated advanced proficiency with computer applications (Word, Outlook, PowerPoint, Excel, Access, Visio, Adobe, etc.), and the ability to adapt to and learn new applications.

Sounds Right?

If you'd like to make a significant contribution to accelerating audit quality in Canada while taking your career to the next level, we should meet. Please submit your resume to careers@cpab-ccrc.ca.

We invest in our people. As regulators, we need to stay on the leading edge of what is happening in our profession. We encourage team members to develop their careers by marrying their interests with the continuous improvement of our organization and the profession.

CPAB is committed to workplace diversity and accommodates applicants throughout our hiring process.