

**Administrative Assistant**

Are you passionate about helping people retire with greater financial security? Do you believe in the strength of modern defined benefit pension plans? Do you thrive working in a fast-paced environment in a growing organization? Want to work with a dynamic and highly engaged team of talented professionals who are making a difference?

**If you answered yes to any of these questions, we are looking for you!**

CAAT is a modern defined benefit pension plan and industry-leading innovator in helping more Canadian workplaces and their employees participate in a sustainable pension plan. We are one of the most successful plans in Canada…and **we’re growing**!

We are looking for a conscientious critical thinker to join our Communications team as an Administrative Assistant where the work will be dynamic and sometimes unpredictable. This role is important because you will be the day-to-day conduit between team and the larger organization.

We are looking for someone with the following attributes:

* Excellent communication skills (both written and oral)
* Critical thinker with exceptional judgement, strong team player, thorough, and logical
* Exceptional interpersonal skills, with a positive can-do approach
* Customer service skills, including the ability to anticipate and proactively resolve issues

A College Diploma in Business, Office Administration or equivalent is preferred, as well as, two years or more of progressive office support experience make you an ideal candidate. You must also have an aptitude for detailed work, a high proficiency in Microsoft Office, including proficiency in Excel.

Once here you will:

* Provide a full range of clerical and administrative support services to the Vice President, Communications and to the full Communications team which includes various types of correspondence, reports, calendar management and support for the Communication team.
* Coordinate travel arrangements, course registrations and completing membership registration for the Communications team.
* Ensure timely invoice and expense reporting, by managing sign offs and submissions to Finance.
* Assist the Vice President, Communications, and the full Communications team in preparation for internal and external meetings including Board materials for Committee and Sponsors’ Committee meetings.
* Organize reoccurring weekly and quarterly Communications team meetings – accountable for selecting presenters, setting agenda, circulating materials, and taking notes.
* Prepare invites and materials for Communications team meetings.
* Maintain Communication contacts, correspondence through CRM.
* Operate as part of a Plan-wide administration team as the second Tier to the Office Services team providing backup to reception as required
* Perform other related administration tasks as may be required from time to time.

What does CAAT offer you and what should you know about us?

* We are the proud recipient of **Canada's Most Admired Corporate Cultures**and **Greater Toronto's Top Employers 2020**which speaks to our exceptional workplace culture
* We provide a flexible and friendly work environment, a comprehensive health and dental benefits package, life insurance and a Goodlife fitness membership.
* We offer support for your career development goals
* We are conveniently located at the Eaton Centre in downtown Toronto with ready access to the subway and PATH systems

If you are interested, please email careers@caatpension.on.ca with **Administrative Assistant** in the subject line no later than **November 20, 2020.**

We recruit and select the most qualified candidates and thank all applicants for their interest but only those considered for an interview will be contacted.

*CAAT Pension Plan is an equal opportunity employer that supports abilities and diversity of all kinds. If you require accommodation during the recruiting and selection process, please contact us at hr@caatpension.on.ca.*