CAAT_Logo_ExternalUse.jpg

**Administrative Assistant, Pension Solutions**

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 Pension Solutions 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 teams, providing administrative and support services to the Pension Solutions Team.

We are looking for someone with the following attributes:

* Excellent communication skills (both written and oral)
* Exceptional judgement, strong team player, thorough, and logical
* Exceptional interpersonal skills, with a positive can-do approach
* Experience with project coordination
* Someone who thrives juggling multiple priorities

A College Diploma in Business, Office Administration or equivalent, with two years or more of progressive office support experience make you an ideal candidate. You must also have an aptitude for project coordination, a high proficiency in Microsoft Office (including proficiency in Excel), and Customer Relations Management (CRM) software experience.

Once here:

* You will provide a full range of administrative and support services
* You will review and write business requirements and test system changes
* You will coordinate a variety of project initiatives and tasks
* You will assist in preparation for internal and external meetings
* You will organize external webinars
* You will populate and update information in our CRM software

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](mailto: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.*