



National Cybersecurity Consortium Employment Opportunity Executive Assistant

The National Cybersecurity Consortium (NCC) is a pan-Canadian network that supports advancing the Canadian cybersecurity ecosystem through research and development, commercialization, and training by driving collaboration among universities; private industry; not-for-profit organizations; provincial, territorial, and municipal governments; and other key cybersecurity stakeholders.

WHAT WE OFFER

Full-Time | Remote

Standard Work Hours:

Mon - Fri | 8:30 am - 5:00 pm anywhere in Canada. Applicants must reside in Canada full-time | 36.25 hours per week.

Salary Range:

\$65,000 to \$82,500, depending on experience and qualifications

The NCC is committed to ensuring employees can maintain a healthy work-life balance. As such, we're proud to support flexible hours and work-from-home options.

YOUR FOCUS

Reporting jointly to the Scientific Director and the Executive Director, the Executive Assistant is accountable for performing a wide range of administrative activities to support the NCC's internal operations and granting activities, with discretion and professionalism.

Specific accountabilities include:

- Providing timely administrative assistance to senior management, remotely, and across multiple time zones.
- Coordinating appointments and meetings, organizing schedules, sending reminders, and handling any changes or conflicts that arise.
- Handling incoming inquiries (primarily via email), providing timely and professional responses. Routing correspondence to the appropriate individuals and ensuring effective communication across the organization.
- Arranging travel itineraries, accommodation, and transportation, as needed.
- Maintaining accurate and up-to-date files, records, and databases. Ensuring confidentiality and proper storage of sensitive information.
- Taking responsibility for meeting preparations, notably on behalf of the NCC Board of Directors, including scheduling, agenda creation, document preparation, minute-taking, and distribution of Board materials, with promptness and accuracy.
- Preparing and proofreading documents, letters, reports, and presentations.
- Conducting research and gathering information to support the creation of various documents.
- Supporting the planning, preparation, and operation of annual conferences and other NCC activities.
- A willingness to "do what needs doing" within a small, connected, and dynamic team.

WHAT YOU BRING

- A minimum of 4 years of experience as a highly trusted executive assistant, with a strong understanding of administrative concepts, and practices.
- Extraordinary professionalism.
- Proficiency in Microsoft Office (Excel, PowerPoint, Word and notably SharePoint), and video conferencing software (Teams, Zoom etc.). A familiarity with CRM systems would be considered an asset.
- Exceptional organizational and time-management skills to keep track of, and handle multiple activities, calendars, and priorities.
- Executive level written and verbal communication skills, displaying an ability to liaise with internal and external stakeholders at a high level.
- Bilingualism (English and French) is considered an asset.
- A demonstrated ability to work collaboratively and responsively, notably within a remote working organization.

Closing date for applications, November 13, 2023, at 5:00 pm ET

To apply, please send your resume and cover letter to housseyn.belaiouer@ncc-cnc.ca

The National Cybersecurity Consortium (NCC) is committed to employment equity and fostering diversity within our organization, and developing an inclusive workplace that reflects the richness of the broader community that we serve. NCC welcomes and encourages applications from all qualified individuals who will help us achieve our goals, including women, visible minorities, Aboriginal persons, persons with disabilities, persons of any sexual orientation, gender identity or gender expression. Preference will be given to Canadian citizens and permanent residents of Canada.

We thank all applicants for their interest, but only those selected for an interview will be contacted.