

Job Description

Job Title:	Executive Assistant to the Executive Director, WIN
Department:	Waterloo Institute for Nanotechnology
Reports To:	Executive Director, WIN
Jobs Reporting:	None
Salary Grade:	USG 7
Effective Date:	April 2018

Primary Purpose

The Executive Assistant works closely with the Executive Director and is responsible for the Executive Director's daily schedule and itinerary, and providing overall administrative and executive assistance in respect to all activities within the ED's area of responsibility. The Executive Assistant must perform at a high level, to support the ED to ensure that WIN functions in an efficient and professional manner internally with senior administrators and externally with Corporations and Government departments.

Key Accountabilities

Executive Director Support

- Plan and execute events for the ED (meetings, visits, correspondence to WIN members). This also includes coordinating number of activities with the Communication Coordinator, Business Development Manager and the Operation Assistant.
- Prepare materials required for ED's effective participation in, or chairing of, both internal and external meetings
- Obtains profiles, backup materials to ensure ED's is fully briefed and prepared with appropriate backgrounders and materials
- Researching websites for relevant information prior to meetings with the ED with external visitors
- Provide *ED* with organized, confidential information and data to support decision making
- Liaise, on behalf of the ED, *internally with VP- Office of Research, the Faculty Deans & Chairs, the Associate Deans Research; other Institute EDs and externally with WINS's Board of Directors (BOD) and International Scientific Advisory Board (ISAB)*
- Contacting senior corporate, university and government officials on behalf of the ED regarding meeting requiring the coordination of several individuals calendars, often in several geographic location

Responsible for daily functioning of Executive Director (ED), WIN position:

- Reviews and filters incoming mail, and handles or redirects correspondence as appropriate
- Brings matter of priority to the attention of the ED
- Takes initiative to draft correspondence letters and memos for the ED
- Coordinates travel arrangements, completes travel claims, and manages ED itinerary including the provision of appropriate documentation
- Maintains files, correspondence (paper and email) and retrieval system for the ED and WIN office
- Maintains the ED schedule to ensure efficient and effective use of ED's time
- Manages the WIN office when the ED is at meetings off campus, including keeping the ED informed of priorities and urgent matters as they arise and responding as appropriate

Human Resources and Office Administration

Job Description



- Accountable for overall quality and responsiveness of day-to-day office administration (includes reception, phone, correspondence, mail, filing) by providing task supervision to the Operation Assistant and/or Cooperative Student(s)
- Oversee the day-to-day initiatives of the front-end office to ensure that work allocation is evenly distributed and provide guidance and backup when required
- Oversee payroll processes conducted by Operations Assistant
- Provides ED with advise and support for WIN staffing issues
- Working closely with the ED, develops and updates all job descriptions for new and existing positions
- Provide guidance to Operation Assistant to ensure scheduling of WIN search committees is arranged

Management of Physical Resources

- Work closely with the ED, QNC operations personnel, WIN Space Committee, and faculty members to coordinate space related matters within the QNC.
- Plan and co-ordinate all moves within institute space. Ensure that all paperwork has been completed, authorized and filed.
- Authorize the purchase and replacement of furniture within institutional space
- Liaise with outside companies for office maintenance services and equipment purchase here

Required Qualifications

Education

- Completion of a Bachelor's degree or Professional experience in Administration

Experience

- 5 years of progressive administrative experience with a proven track record of achievement in an academic or research environment

Knowledge/Skills/Abilities

- Demonstrated ability to work independently and a collaborate team environment, and the capacity to work effectively and efficiently in a complex, fast-paced and changing environment with numerous deadlines and priorities
- Strong interpersonal, organizational, and communication skills with the ability to take initiative as appropriate
- Proven ability to deal with confidential issues and interact effectively with a wide range of individuals
- Proven aptitude for attention to detail and ability to manage multiple competing demands
- Flexibility to adapt to unexpected and time sensitive demands
- Demonstrated proficiency with Microsoft office software
- Knowledge of the University Policies and procedures is preferred

Nature and Scope

- **Contacts:** Internally and externally, communicate with University stakeholders at all levels to inform, organize, prepare for institutional events, meetings and to respond to issues in general. Externally, this position will interact with senior contacts within industry and government and will be involved in settling highly sensitive, confidential matters that are critical to the organization.
- **Level of Responsibility:** This position provides guidance and problem solving support on a wide range of administrative issues and must be able to quickly analyze an issue and seek resolution through appropriate expects as required.
- **Decision-Making Authority:** Problem solving is critical for this position. Makes decisions with respect to most efficient use of the Executive Director's time and seeks advice when required.

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- **Physical and Sensory Demands:** Demands typical of an administrative position, which include frequent distractions and event management which demands attention to detail and occasionally light physical effort such as putting up banners, lifting podiums and rearranging furniture
 - **Working Environment:** Minimal exposure to disagreeable conditions typical of a position exposed to stress and pressure associated with administrative responsibilities. Responsiveness is critical to the role. Some exposure to stressful situations caused by constant interruptions and lack of control over work pace due to irregular and/or high volume workload.