

EastGen is currently seeking an individual for the role of **Executive Assistant to the General Manager** at our Head Office, north of Guelph, ON. The Executive Assistant will efficiently organize, co-ordinate and support the day-to-day operations of the General Manager, senior managers, and the Board of Directors.

Key Responsibilities:

- Provide administrative support to the General Manager, members of the executive team, and Board of Directors as directed.
- Organize, plan and coordinate logistics of meetings, seminars, workshops, special projects, and events.
- Act as recording secretary for the Board of Directors, Audit and Risk Committee, Annual General Meeting, Delegates' Day, and Zone meetings.
- Prepare and coordinate travel schedules, book travel arrangements, and make hotel reservations.
- Complete and process expenses, pay invoices, and other related duties as required. Provide reporting as needed.
- Assist in the preparation and monitoring of the Board of Director's budget.
- Other duties as assigned.

Your qualifications include:

- Post-Secondary Diploma in Business Administration or a relevant discipline.
- Minimum 5 years in a similar role, experience working with Senior Management considered an asset.
- Proficient with Microsoft Office (Outlook, Word, Excel, Power Point, Teams, and SharePoint).
- Excellent written and verbal communication skills with a strong client focus required.
- Detail-oriented and organized, with well-developed time management skills
- Experience in the Agricultural sector considered an asset.

Perks: EastGen, a leader in the industry, offers a progressive and challenging work environment and competitive compensation package that includes performance bonuses. We are committed to continuous learning and professional development and provide ongoing training opportunities through the EastGen Learning Centre that build on our strengths and develop our talent.

At EastGen, we challenge ourselves to constantly advance the dairy industry and have the best-trained, most knowledgeable staff in dairy genetics. Treating customers with respect and integrity is the foundation of our business and we are accountable to farmers first. Our core values are Passion, Teamwork, Accountability & Trust, Leadership, and Innovation. If you share our vision and hold these values – **APPLY TODAY**.

EastGen encourages people with disabilities to apply for open positions. Accommodations will be available upon request for candidates participating in the various stages of the recruitment process. Please contact: careers@eastgen.ca.

Submit application by: October 22, 2021 Email: careers@eastgen.ca

7660 Mill Road, Guelph, ON N1H 6J1



“Invested in Your Future”