



Division/Department:	Offices of the General Counsel and Executive Vice President
Location:	Liberty Village
Job Title:	Executive Assistant
Reports to:	Jennifer Hardy, General Manager of Operations

Level/Grade	Type of position: <input checked="" type="checkbox"/> Full-time	Hours <u>35</u> / week <ul style="list-style-type: none">9:00am to 5:00pm, 1hr for lunch
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GENERAL DESCRIPTION

Providing administrative assistance to General Counsel and the Executive Vice President
Maintaining busy calendars and scheduling meetings and conference calls
Organizing domestic and international travel for executives
Drafting and editing correspondence, minutes and legal documents
Creating and editing PowerPoint presentations
Maintaining filing systems
Maintaining federal and provincial corporate filings
Managing lobbying registrations and reporting at municipal, provincial and federal level
Maintaining and tracking law-society memberships and requirements
Reconciling business expenses
Liaising with record label representatives, legal counsel and other industry colleagues
Supporting the coordination and execution of Music Canada events/meetings
Assisting General Manager with administrative support and office management as required
Supervising part-time administrative assistant

WORK EXPERIENCE REQUIREMENTS

REQUIRED

Minimum 2 years of experience in an administrative role
Proficiency in MS Office, in particular Outlook, Word, Excel and PowerPoint
Excellent verbal and written communication skills
High level of discretion, professionalism and flexibility
Highly organized and detail-oriented
Ability to operate effectively under pressure and exercise sound judgment
Able to work overtime and attend industry events if required (time off provided in lieu of overtime)
Friendly and enthusiastic personality with a professional demeanor in dealing with people
Excellent organizational and follow-up skills, with the ability to prioritize, take on multiple tasks, meet deadlines

DESIRABLE

Knowledge and/or experience within the music industry or entertainment law an asset
French language proficiency an asset
Knowledge of legal regulatory bodies and requirements for Ontario lawyers an asset
Knowledge of proofreading symbols desirable

For all interested candidates, please state your salary expectation in your cover letter. Send applications to: jhardy@musiccanada.com. No phone calls please.

Deadline for applications is October 27th, 2017.