



Are you ready to be a part of something bigger? As one of Canada's Best Managed Companies, Mega Group values the talents and abilities of our employees and seeks to foster an open, cooperative, and flexible environment in which employees can thrive. Being a proudly Canadian company means we're always looking for smart, enthusiastic, and passionate team members who reflect the communities we serve. Join our team today and take pride in helping our neighbours turn their businesses into success.

Make an impact with our Admin team as an **Executive Assistant** in our Boucherville office.

What you will do:

- Support the CEO and Vice President of Retail Strategy and Operations: calendar & email management, travel bookings, expense reporting, drafting communications, ad hoc support.
- Anticipate requirements and make all relevant arrangements for Board and Committee meetings including the creation and tracking of agenda items, research on various projects and tracking down of required documentation.
- Maintain documentation and records for the Corporate Secretary of the Board.
- Responsible for file maintenance and archival of all Board & Committee documentation.
- Coordinate schedules and venues for off-site Board and Executive meetings.
- Work with the Corporate Secretary of the Board to ensure that all activities of the company are undertaken within the bylaws and policies of the company and recommends changes to policies and bylaws as required to support the company and the Board in achieving its vision and corporate strategy.
- Ensure the timely and accurate preparation of notices, agendas, and minutes of Board meetings in support of the Corporate Secretary.
- Process all expense reports for the Directors of the Board, the Executive Leadership Team (ELT), and the corporate visa in a timely manner, ensuring all necessary documentation is provided.
- Coordinate and manage the Annual Report project and various other communication tools.
- Coordinate and manage the planning of the Annual General Meeting (AGM).
- Coordinate staff Christmas gifts and employee appreciation events.
- Book all travel logistics and generate efficiency and savings in the travel booking process for the Board, Executive Team, and Senior Managers (SLT) as requested.
- Prepare presentations on behalf of the Executive Leadership Team.
- Participate in the annual budget process.

What you offer:

- Bachelor's Degree, Diploma or equivalent education in Administration
- Minimum five (5) years' experience in an Executive Assistant role, supporting senior level executives (C-Suite).
- Bilingualism is required (English/French).
- Proficient in Microsoft Office 365.
- Exceedingly well organized, flexible, proactive and enjoys the administrative challenges of supporting the CEO, Board, and ELT.
- Maintains customer (internal and external) confidence and protects operations by keeping information confidential.
- Maintains professional and technical knowledge.
- Independent thinker with overall knowledge of ELT priorities to enable reasonable decision-making skills on their behalf when appropriate or necessary (due to travel, etc.).

- Excellent listening and communication skills.
- High competence level in typing and transcribing skills.
- Communicates written work with the utmost grammatical accuracy.
- Positive attitude.
- Ability to travel 1 week per month or as required.

What we offer:

- Health and Dental coverage
- Health Care Spending Account
- Lifestyle Account
- Gainshare
- RRSP Plan
- Employee Assistance Program
- Social and charity committees
- Hybrid work possibilities
- Healthy work-life balance
- Positive company culture
- Training and development opportunities
- The personal fulfillment of supporting local businesses

Who we are:

Making independent retailers stronger is not just a tagline, it is our entire reason for being. For more than 55 years, Mega Group has provided a competitive edge to like-minded Canadian independent home goods retailers by providing programs and services that save them time and money. Entirely member-owned, Mega Group provides the combined expertise and scale in the areas of Retail financial support, Digital business, and Business Fundamentals that our members cannot easily access or afford on their own.

Want to learn more? Check out our [website](#) and follow us on [Facebook](#).

Our goal is to support local businesses. We believe the best way to do that is by building a team with various backgrounds, cultures, and perspectives to help make our vision a reality. Diversity and inclusion fuel our innovative solutions and unite us with our members and the communities we serve. We have a nationwide, multicultural, and diverse member base - we want to reflect that inside our walls.