



## Executive Assistant

Channel Zero Inc. has an immediate career opportunity for an Executive Assistant. The successful candidate will manage the senior management team's emails, schedules, and expenses. The successful candidate will also manage the office and maintain communication with all staff and external stakeholders. If you are a proactive and solution-oriented professional, consider joining our team in the fast-paced world of broadcast television.

### Key Responsibilities:

- Organize, prioritize, and schedule President's calendar which comprises of internal and external business meetings, project due dates, special events and personal appointments. Ensure President has necessary background material in advance of meetings and is properly briefed prior to appointments.
- Prepare agendas and record minutes weekly Senior Management meetings guaranteeing content and action items are recorded accurately and concisely. Follow up on action items in preparation for subsequent meetings.
- Monitor President's inbox to assess, prioritize and respond to emails by keeping abreast of the company's objectives, priorities and opportunities at hand. Ensure responses are well informed and sent in a timely manner. Flag urgent matters and always handle them quickly and efficiently.
- Handle all sensitive and confidential information with discretion, tact and professionalism. Recognize the importance of confidentiality and how it reflects on the integrity of the President's office. Exemplify the highest level of business standards at all times.
- Investigate and resolve any departmental matters that may arise with diplomacy and integrity to ensure all stakeholders are satisfied with the outcome. Anticipate and resolve problems to diminish business inefficiencies.
- Book travel for President and other senior executives.
- Provide project management for events and programs, by strategically planning timelines, and coordinating with staff to respond to any outstanding items.
- Create, draft and edit documents of behalf of the President for both internal and external communication and attach electronic signature as needed. Manage and file all documents and information accordingly.
- Accurately complete the President's and other senior executives' monthly expense reports. Monitor and track expenses against budget ensuring best practices are maintained.
- Program Administrator for company corporate credit cards, gas card and parking permits.
- Other duties as assigned

### Key qualifications:

- Multifaceted experience in C level executive administrative support
- Experience in program/event management and interdepartmental coordination
- Extensive experience with Microsoft Office Suite including PowerPoint, and Visio
- Able to type 60 WPM
- Excels in a dynamic, fast paced role, while building lasting rapport with Executives, colleagues and clients.
- Excellent communication, relationship management and reasoning skills
- Holds a record of success in leading new initiatives and implementing ideas catered towards business productivity and organizational growth
- Possesses strong prioritization, time management and problem solving skills while maintaining ongoing attention to details

**Application Deadline: Open on [www.chz.com/careers](http://www.chz.com/careers) until position is filled**

**Quoting ref# EA-2018-09, please send your résumé with cover letter and salary expectations, in confidence to: [careers@chz.com](mailto:careers@chz.com) (no phone calls please)**



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Channel Zero Inc. is a member of the Channel Zero group of companies and along with its subsidiaries, affiliates, and related companies is an equal opportunity employer dedicated to diversity in its workforce. Please note that all qualified candidates are encouraged to apply but applications from Canadians and permanent residents will be given priority. We thank all applicants for their interest; however, only selected candidates will be contacted. No telephone calls or agencies please.

**About Channel Zero Inc.**

Channel Zero is an independent Canadian media company that owns over-the-air channel CHCH-TV and a bouquet of specialty channels including Rewind, Silver Screen Classics, and Halla Bol Kids TV, Canada's first South Asian HD TV channel. Channel Zero's digital sales agency Junction Digital offers advertisers marketing solutions on our owned and operated websites, as well as through our trading desk. The film division of Channel Zero features Ouat Media, an Academy Award® winning film sales and distribution company. Channel Zero's head office is located in Toronto, Ontario. For more information, please visit [chz.com](http://chz.com).



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