

## Executive Assistant to the National Campaign Manager

The Conservative Party of Canada's National Campaign Manager is responsible for the planning and execution of the Federal campaign taking place October 2019. The position of Executive Assistant to the National Campaign Manager requires providing support and service to the National Campaign Manager leading up to and during the 2019 Campaign, handling both routine and complex administrative responsibilities. The position runs from mid-January, 2019 to November 1st, 2019.

The Executive Assistant to the National Campaign Manager will provide the highest level of support and service in a timely, organized, professional and discrete manner always maintaining confidentiality. The Executive Assistant to the National Campaign Manager will also be required to take independent action on behalf of the National Campaign Manager, as needed, on a broad range of administrative tasks within the parameters of good judgment and experience but must seek guidance in unusual and/or sensitive circumstances or when unclear on the correct course of action. The Executive Assistant to the National Campaign Manager must therefore be comfortable liaising with senior officials, executives and their staff as well as other corporate and professional groups.

The successful applicant will be discrete, professional, hardworking, high-organized, flexible and efficient.

Duties will include preparing and maintaining documents and reports, managing correspondence and inter-office communication, special event planning/organization and participation in their execution as a member of the team, and managing/planning meeting logistics.

The Executive Assistant will be responsible for:

- Managing the National Campaign Manager's schedule.
- Booking and managing National Campaign Manager's travel.
- Maintaining task lists and follow ups with the national campaign team.
- Desktop research on various topics.
- Liaising between the campaign manager and the accounting departments to ensure that all spending is properly authorised.
- Planning, coordinating and executing meetings called by the National Campaign Director, as needed, both by teleconference and face-to-face. This could include facility rental when required, managing agendas, preparing correspondence and briefing books, taking accurate and detailed minutes, preparing and distributing meeting minutes and other documents and creating/maintaining filing systems.
- Prioritize and organize administrative and special project management workloads.
- Independently respond to those issues not requiring the attention of the National Campaign Manager.
- Keep abreast of developments in the Conservative Party and in national politics generally.
- Other duties and projects as assigned.

**Knowledge, Skills, and Abilities:**

- Ability to plan, schedule and coordinate multiple activities in a deadline-driven environment with changing priorities/requirements.
- Ability to communicate fluently and persuasively in English. (French is an asset)
- Well-developed interpersonal, organizational and time management skills.
- Previous experience in event planning.
- Ability to apply judgment, exercise initiative and respond quickly in a fast-paced work environment.
- Demonstrated professionalism, tact and discretion in handling sensitive and confidential information and situations when interacting with all levels of management throughout the Party.
- Possess strong investigative and problem-solving skills with the ability to follow a problem through to its conclusion.
- Willingness to work additional hours if necessary, to meet deadlines and during peak activity periods.
- Must be proficient with Microsoft Office including Word, Excel, and PowerPoint.
- Demonstrated ability to research data, construct data format and use appropriate software (PowerPoint, Excel, Word) to develop reports and presentations.

**Interested candidates can submit their applications to:**

**[jobs@conservative.ca](mailto:jobs@conservative.ca)**

**Application deadline: Friday, January 11<sup>th</sup>, 2019**