

## Administrative Assistant – Job Posting

We have big plans to grow our company and are looking for some rock star admin support to help us get there. This role is ideal for someone who has focused their education and/or career on administration in a corporate setting and has company admin support as their super-power. You get that the little details make a big impact.

Reporting to the HR Business Partner, this role will provide overall admin support to the entire Collectivfide team. This role will be hybrid, primarily remote but will require in office attendance for collaboration days, team meetings, Board meetings, etc.

### What Will You Spend Your Time Doing?

- Provide admin support to all members of the Collectivfide team.
- Organize team/company meetings, events, conferences.
- Schedule meetings, make travel arrangements, etc.
- Create PowerPoint presentations.
- Create process documents, templates, etc. to help with efficiencies.
- Take minutes at all Board and Committee meetings.
- Provide support on operational projects.
- Provide ad hoc admin support as necessary.
- Be willing to help out on tasks as needed.

### So, What Will It Be Like To Work Here?

Here's what our employees had to say in our most recent employee engagement survey.

*"I'm proud to tell my friends about what it's like to work here."*

*"Maintaining a positive culture is a top priority, it's one of the things that makes Collectivfide a great place to work."*

*"I love working at Collectivfide because going to work and knowing that the work I am going to be doing is meaningful, appreciated, and contributes to the success of the company."*

### Qualifications:

- Minimum 3 years' experience in a similar role.
- Previous experience with Board meetings/minutes is an asset.
- Solid MS Office experience (e.g. PowerPoint, Word, Excel).
- Must be highly organized and strong attention to detail.
- Adaptable, flexible, brings a can-do attitude to everything they do
- There may be some travel with this role, representing & supporting Collectivfide at company/industry events.

Please submit your resume in confidence to [jobs@collectivfide.com](mailto:jobs@collectivfide.com)

Collectivfide is committed to providing accommodations and to achieving a barrier-free workplace for individuals with disabilities. Should you require an accommodation to participate in our recruitment process, we will support you by considering your individual accessibility needs.

### **About Us**

Formed in 2019, Collectivfide Insurance Group Inc. is committed to protecting the independent broker distribution channel. By working alongside our partners, we support brokerages with all facets of their operations in order to help them focus on what matters most, serving and building relationships with members of the communities they serve. We are driven by a purpose that is bigger than just profit. By giving back, we are helping our communities thrive, providing us with a sense of ownership, pride, and meaningful contribution.