



BRANKSOME HALL

Administrative Assistant, Leadership Centre
Employment Terms: Full-Time, Permanent
Start Date: ASAP

Branksome Hall, a leading independent International Baccalaureate (IB) World School for girls challenges and inspires students to love learning and shape a better world. Through the unique combination of wellbeing, outstanding academics and international mindedness, Branksome Hall students and employees become impactful leaders who give back to their communities. With our values of Sense of Community, Inclusiveness, Creativity and Making a Difference as a foundation, Branksome Hall offers a strong liberal arts curriculum that develops critical thinking and inquiry skills.

The Opportunity:

Branksome Hall is seeking an experienced Administrative Assistant to provide support to senior leaders (the Head, Centre for Strategic Leadership, Head, Talent Management and the Executive Director, Finance and Administration). With strong administrative skills and a proven track record supporting multiple constituent groups, the successful candidate will coordinate calendars, schedule meetings, prepare materials for meetings and presentations and liaise with stakeholders across the school and externally.

A member of the newly established Centre for Strategic Leadership team, the Administrative Assistant, reports to the Head of the Centre, coordinating workshops, scheduling appointments and helping to create systems and processes to support Centre initiatives.

Responsibilities will include, but are not limited to:

- Provide administrative support to Senior Leaders;
- Manage the daily schedules of leaders, including planning coordinating and scheduling appointments;
- Draft, and distribute agendas and materials for meetings;
- Draft emails, correspondence and communications for internal newsletter on behalf of leaders as required;
- Prepare, format and edit reports including Board reports, spreadsheets, and other reports as required;
- Prepare expense reports, cheque requisitions and manage credit card expenses and statement reporting
- Serve as a resource person for inquiries related to CSL, Human Resources and Finance.

Centre for Strategic Leadership:

- Coordinate and schedule appointments, workshops and training sessions with constituent groups across the school;

- Coordinate logistics for programs and workshops including booking spaces, sending invitations, arranging catering, tech requirements;
- Prepare presentation and handout materials; draft, consolidate, format and distribute as required;
- Schedule individual coaching sessions with leaders within the Centre;
- Liaise with external vendors or constituent groups, to schedule meetings, follow up, etc.
- Conduct initial research as required.

Qualifications, skills and experience:

- Post-secondary training in a related field;
- 3-5 years' administrative experience; experience in an educational environment is an asset;
- High level of sound and independent judgment, initiative, discretion;
- Superior oral and written communication skills;
- Strong time management and multitasking skills; ability to prioritize tasks with minimal supervision and to work with a range of stakeholders;
- Demonstrate the ability to maintain a calm and professional approach;
- Diplomatic with the ability to maintain confidentiality;
- Flexibility and adaptability;
- Ability to juggle competing priorities;
- Tech savvy and proficiency in MS Office and Google Suite.

How to Apply:

If you would like to join a leading educational institution and dynamic team, [please click here](#) to submit your resume and cover letter by **May 27, 2022**. Applications (resume and cover letter) can also be sent to:

Branksome Hall – Human Resources
 10 Elm Avenue
 Toronto, Ontario
 M4W 1N4

Branksome Hall is an equal opportunity employer and welcomes applications from all candidates who meet the minimum requirements for the position. Branksome Hall is strongly committed to diversity, equity and inclusion within its community and especially welcomes applications from racialized persons/persons of colour, Indigenous/Aboriginal People of North America, persons with (dis)abilities, LGBTQ persons, and others who may contribute to the further diversification of ideas, and champion diversity in its broadest sense. Accommodations are available upon request for candidates engaging in all parts of the recruitment and selection process at Branksome Hall.

We thank all candidates for their interest; however, only those selected for an interview will be contacted.

To learn more about working at Branksome Hall, please visit www.thinkerswanted.ca or visit our website at www.branksome.on.ca.