



The Condominium Authority of Ontario (CAO) is a new not-for-profit corporation that supports the needs of current and future condominium owners, directors and residents. The CAO was delegated as an administrative authority under the Condominium Act, 1998, and provides services, support, and tools to ensure the consumer protection of condo owners. The CAO oversees the Condominium Authority Tribunal, which is a new online tribunal that helps to settle and decide condominium-related disputes in Ontario.

MANAGER, OFFICE OF THE CEO/REGISTRAR

The Condominium Authority of Ontario (CAO) is seeking a highly organized and professional **Manager, Office of the CEO/Registrar** to primarily provide executive support to the CEO/Registrar, as well as provide administrative support to the Board of Directors and its Chair. Under the direction of the CEO/Registrar and as part of the Management team you will manage the activities of the Office of the CEO/Registrar by ensuring the highest level of administrative services and support are provided to the CEO/Registrar.

As part of your responsibility for the day-to-day management of the Office, you will be responsible for managing the calendar of the CEO/Registrar, preparing and drafting correspondence on his or her behalf, managing travel arrangements and expense reports, and acting as the key contact on behalf of the CEO/Registrar when he or she is unavailable. Additionally, you will be responsible for issues management; you will summarize information and make recommendations regarding appropriate follow up, and resolve any requests and issues that do not require the attention of the CEO/Registrar. When required, you will provide support to the Board of Directors through the preparation and dissemination of meeting materials, including agendas; taking and distributing meeting minutes; coordinating meeting logistics; and providing other administrative support to the Chair and Directors as needed.

You will also have responsibility to maintain and enhance the organizations human resources, including the maintenance of job descriptions, establishing a recruitment program, developing and conducting orientation and training programs, and working with managers on the training and development of employees.

QUALIFICATIONS:

- Post-Secondary Diploma or Degree from a college or university in a related field
- Excellent organizational and time management skills
- 5+ years of relevant executive administrative experience and HR
- Capacity to manage with minimal supervision, variable workloads and multiple tasks, set priorities and meet deadlines
- Ability to perform under pressure, make decisions and solve problems exercising initiative and sound judgement
- Excellent interpersonal and communications skills
- Extensive knowledge of administrative and HR organizational/office practices, procedures and standards
- Extensive knowledge and experience with MS Office Products
- Bilingualism (English/French) an asset

HOW TO APPLY: Please submit your cover letter and resume to cao@hrassociates.ca by November 24th, 2017

For more information about this role, please contact Bridget Humeniuk at the above email or 416-237-1500 x.224. For further information on the organizations, please visit: www.condoauthorityontario.ca

