



## COMPUTE ONTARIO

*Compute Ontario was incorporated in 2014 as a new not-for-profit organization to support advanced computing in the province. The primary motivation for Compute Ontario's formation was the well-documented and growing need for better provincial level collaboration and orchestration of Advanced Computing to support Research and Innovation. Compute Ontario is in its formative stages. Its early functions will include centralizing strategy and planning functions for advanced computing assets and investments in Ontario, including hardware, software, highly qualified personnel, data management, storage and security, and connectivity.*

## ADMINISTRATIVE ASSISTANT

Compute Ontario is seeking an **Administrative Assistant** to provide administrative and logistical support to a team including the CEO, the Board of Directors, and Committees. As the Administrative Assistant, you will be accountable for the planning and preparation of the Board's quarterly meetings and ensuring high priority action items of a contentious/confidential nature that require the CEO's attention are expedited efficiently and effectively. You will be responsible for managing the CEO's calendar, travel administration and handling and triaging of correspondence.

Using your strong communication skills, you will prepare and process various documents and record and distribute meeting minutes and agendas. You will also be responsible for general office administration including the maintenance and ordering office supplies to ensure smooth operation of the office. Working under minimal supervision, you will perform most duties independently following established procedures and developing new protocols.

### QUALIFICATIONS:

- Experience providing administrative support to senior executives, including demonstrated experience coordinating logistics for events such as board, committee, and annual general meetings
- Experience developing supporting materials for such events, including agendas and minutes
- Experience establishing strong professional relationships at all levels of the organization
- Exceptional oral and written communication skills and able to engage with high level stakeholders
- Proficiency in a variety of software applications, including database management, filing and tracking, and MS Office Suite
- 3-year Community College Diploma in Office or Business Administration or Undergraduate University Degree (preferred)

Compute Ontario's office is located in downtown Toronto, ON. For further information on Compute Ontario, please visit: <http://computeontario.ca/>

**HOW TO APPLY:** Please submit your cover letter and resume to [aa-computeon@hrassociates.ca](mailto:aa-computeon@hrassociates.ca) by March 21<sup>st</sup>, 2017. Please note: applications will be assessed on a rolling basis.