



## Job Posting

### **EXECUTIVE ASSISTANT**

DHX Media is an international leader in television production and distribution, interactive content and entertainment licensing. DHX Kids and Wildbrain Entertainment focus on children, family and youth markets while DHX Entertainment focuses on primetime programming. With offices in Toronto, Halifax, Vancouver and Los Angeles and three award-winning production facilities, including the recently acquired Wildbrain Entertainment, DHX Media is the producer or co-producer of over 40 original television series and maintains a library of over 2,300 hours of television productions that covers both animated and live action programming and includes world-recognized series such as Franny's Feet, Animal Mechanicals, Kid vs Kat, Angela Anaconda, Yo Gabba Gabba!, Martha Speaks and This Hour Has 22 Minutes. DHX Media is listed on the TSX (Toronto Stock Exchange). We currently have an opening for an Executive Assistant based at our Toronto office situated in close proximity to Leslieville.

#### **Executive Assistant**

The position will be responsible for supporting the needs of the President and the Senior Vice President of Finance & Operations and will be accountable for coordinating the activities of the executive office. This position performs a wide variety of administrative support services, ranging from complex to routine, all of which contribute to the efficient and professional operation of the office of the President. It is expected that the incumbent has a genuine appreciation for and understanding of protocol, discretion and professionalism, is able to accept and assume responsibility, and has the ability to interpret and make decisions in accordance with prescribed procedures and practices of the organization. In order to provide effective and efficient services, it is expected that the incumbent be flexible in terms of hours of work and maintains confidentiality, diplomacy and tact at all times.

#### **Responsibilities**

- Manages executive calendars for the President and SVP, Finance & Operations – prioritizing appointments and proactively resolving conflicts which can include a recommendation to meet with other leadership team members.
- Proactively creates and maintains effective workflow and communications to accomplish the work of the Executive office which includes handling a variety of tasks and projects.
- Responds to phone, email and in person enquiries, providing general information and referring enquiries to appropriate sources based on broad knowledge of the Executive office's priorities, procedures and protocols.
- Maintains confidentiality, tact and respect at all times.
- Prepares, gathers and relays confidential information and material on a regular basis.
- Organizes special events as required by the Executive office which includes invitations, facilities, catering arrangements and verifying facility contracts.
- Completes and submits expense reports for the President and SVP, Finance & Operations as per expenditure account guidelines, inclusive of coding expenditures.
- Organizes and schedules meetings, including contacting participants, booking rooms, ordering refreshments and arranging for parking as required.

- Reviews, actions and distributes all incoming correspondence for the President and SVP, Finance & Operations as well as manages all outgoing correspondence.
- Types, formats, copies, distributes, files and retrieves correspondence, reports and documents of a routine or confidential nature for the President and SVP, Finance & Operations.
- Maintains a comprehensive filing system for the Executive office.
- Maintains the image of the executive office by ensuring that all correspondence prepared adheres to a consistent and professional standard.
- Special projects as assigned.
- Other duties as assigned.
- Build relationships with key contacts both inside and external to the organization

### **What we are looking for**

- Relevant executive assistant / media background, at a minimum, with 3 years experience, preferably in a role supporting senior Executives.
- Solid multi-tasking experience.
- Excellent verbal and written communication skills
- Exceptional MS Office skills (Outlook, Excel, Word, Powerpoint).
- Ability to work with sensitive and confidential material.
- Ability to problem-solve, take initiative and work proactively under minimal supervision.
- Professional attitude capable of fostering strong working relationships with all levels of staff and external contacts.
- Strong work ethic and organizational skills.
- Proven ability to learn quickly and take ownership.
- Ability to work in a high paced environment, meeting multiple deadlines and leading by example.
- Affinity for the entertainment industry

For consideration, please forward your cover letter and resume via email to [human.resources@dhxmedia.com](mailto:human.resources@dhxmedia.com) referencing this role.

We look forward to hearing from you and welcome you to apply. We thank you for your interest, but only candidates selected for an interview will be contacted. We are **not** accepting any telephone inquiries for this role.

**[www.dhxmedia.com](http://www.dhxmedia.com)**