



# Sovereign Talent Search

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**Your Opportunity:** Executive Coordinator

**Employment Type:** Regular, Full-Time

**Location:** Toronto, ON

Sovereign is seeking a professional, motivated, and highly organized, individual to fill the newly defined role of Executive Coordinator based in our Toronto office. While providing dedicated support to members of our Senior Management Team, the successful candidate will coordinate a team of executive assistants located remotely in other Sovereign offices. A key responsibility will be the efficient coordination of the overall administrative support of the Senior Management Team. The ability to prioritize, take initiative and work collaboratively is integral to this role.

## **Your Impact:**

- Compose, format, design and edit correspondence/documents including communications, meeting minutes, agendas and supporting material while protecting confidential material.
- Manage multiple calendars by scheduling appointments, anticipating needs, changes and rearranging meetings as appropriate.
- Lead the coordination of local and national on-site and off-site meetings, Town Halls and national WebEx's including all logistics (e.g., communication, location, venue, meals, equipment, materials and RSVPs).
- Arrange complex travel arrangements and itineraries for individuals and groups.
- Communicate regularly with the executive assistant team to understand the priorities and needs of the senior management team; working to streamline processes and coordinate resources to efficiently and effectively deliver results.
- Develop and maintain professional and positive relationships with internal and external stakeholders at the branch offices.

## **Your Expertise:**

- 7-10 years of progressive administrative experience, with prior experience supporting senior executives.
- Previous supervisor experience would be considered an asset.
- Advanced business writing skills are essential.
- Strong working knowledge of Word, Excel, PowerPoint, Outlook and Prezi.
- Effective communication, interpersonal and organizational skills.
- Ability to work independently, while also as a team member.
- Proven ability to manage confidential and sensitive material with discretion.



- Ability to prioritize and manage own time as well as others.
- Strong attention to detail and problem-solving abilities.
- Insurance experience would be considered an asset.
- Bilingual (English and French) would be considered an asset.

The successful candidate shall be subject to a Criminal Record and Consumer History background check as a condition of employment.

### **Your Next Steps:**

To learn more about the impact you can make, apply to join Sovereign's talented team of professionals and stand out from the crowd!

Apply by email at [careers.HR@sovgen.com](mailto:careers.HR@sovgen.com)

\*Please state the job title in your email subject line.

**Application Deadline:** January 18, 2019

The Sovereign General Insurance Company is a trusted source of risk solutions for Canadian businesses. Operating in six offices across Canada, Sovereign is a leader in empowered underwriting in commercial and specialty insurance operations. Sovereign is proud to carry an AM Best A- (Excellent) rating and to be recognized once again with Aon Hewitt Gold Level Best Small and Medium Employers in Canada for 2017. Canadian owned and operated since 1953, Sovereign is a part of The Co-operators group of companies, a leading Canadian provider of multi-line insurance products with assets of more than \$14.5 billion.

### **Why Choose Sovereign?**

- We provide a comprehensive compensation and benefits package and encourage a positive work/life balance.
- We help you maximize your potential through ongoing training and educational opportunities.
- We focus on our people as our most important resource, the knowledge, expertise, creativity and empowerment of our insurance professionals sets us apart.

For more information please visit: visit: [Sovereign Insurance](#)

The Co-operators group of companies is committed to providing a work environment that is inclusive and free of employment barriers and discrimination. Accommodations will be made for qualified applicants with a disability throughout the recruitment process. If you receive a request for an interview and you have a disability which will require an accommodation to support your participation, please consult with the hiring manager as soon as practical so that suitable accommodations can be arranged.



Talented People. Choose Sovereign.