



Neal & Massy Credit Union Co-operative Society Limited

JOB DESCRIPTION

POSITION: EXECUTIVE ASSISTANT

DEPARTMENT: CEO OFFICE

SUMMARY: Neal & Massy Credit Union is driven by a team of committed and passionate professionals who foster a culture of respect, humility, transparency, dedication, collaboration, and enjoyment. The Executive Assistant role demands a proactive, highly motivated individual to provide comprehensive administrative support to the CEO. This position requires effective partnership with the leadership team and efficient management of the workflow within the CEO's office. The Executive Assistant will frequently interact with internal staff across all levels, external clients, industry leaders, and board members while maintaining access to highly confidential information and documents.

The ideal candidate will work closely with other Executive Assistants to ensure seamless support across the executive team, coordinate complex projects and activities, and independently handle a diverse range of administrative tasks with minimal supervision.

DIRECT REPORT: Chief Executive Officer

EXECUTIVE ASSISTANT RESPONSIBILITIES:

- Manage the CEO's calendar, schedule meetings, and prepare agendas.
- Document meeting decisions and track follow-up actions.
- Record and distribute Board and committee meeting minutes; manage related logistics.
- Draft and manage correspondence to support the CEO's leadership.
- Ensure timely distribution of reports and meeting materials.
- Conduct research, prioritize tasks, and follow up on CEO-related issues, maintaining confidentiality.
- Keep the CEO informed of key commitments and organizational developments.
- Welcome and assist visitors professionally.
- Guide the marketing team in digital campaign execution, social media analysis, and performance reporting.
- Assist in proofreading marketing materials for accuracy.
- Support event planning and execution for internal and external activities.
- Assist in brand awareness initiatives through social and traditional media.

- Participate in management meetings, record decisions, and ensure follow-up.
- Communicate on behalf of the CEO with the management team.
- Perform other duties as assigned by the CEO.

EDUCATION REQUIREMENTS:

- Bachelor's degree in Business Administration, Marketing or International Relations preferred.
- Three (3) years of executive-level administrative experience.
- Certification in Graphic design/Digital Marketing/Web designing (Adobe/Canva) will be an asset
- Knowledge of office management systems and procedures
- Experience in supervising staff
- Proficient in Microsoft Office Suite
- Proficient in PowerPoint or other mediums of presentations
- Experience in executing marketing campaigns

Skills and Abilities

- Excellent interpersonal and communication skills (oral and written)
- Excellent organizational skills with attention to detail
- Excellent time management skills with a proven ability to meet deadlines
- Must display initiative and exercise sound judgment
- Ability to prioritize tasks and work independently
- Professionalism and discretion when handling sensitive information
- Ability to function in a high-paced and at times stressful environment
- Extensive knowledge of office administration, clerical procedures, and recordkeeping systems