



Executive Assistant **12 Month Contract**

Summary:

Assisting with and coordinating a variety of Human Resources processes including but not limited to Training and Development, Benefit Administration, Employee Relations, Worker's Compensation, and Health and Safety. As well as a variety of responsibilities for the Chief Executive Officer.

Specific Responsibilities:

- Answer switchboard and welcome visitors at reception
- General clerical duties include; mail, faxing, photocopying, data entry, word processing & spreadsheets & scheduling meetings
- Maintain kitchen area & coffee supplies
- Ordering for luncheons & maintaining boardroom(s) schedules
- Act as a key point of contact for the Director of Corporate Human Resources and Chief Executive Officer including scheduling all appointments and screening phone calls
- Create presentations as needed and requested
- Health and Safety including ensuring all boards are up to date, safety talks, following up on open items from monthly inspections and the JHSC meeting
- Take meeting minutes as needed at the JHSC meeting
- Coordinating all orientation programs for new employees
- Preparing letters, documents, and other communications
- Assist employees as needed regarding any personnel related concerns, questions, issues, etc.
- Assist with WSIB (Workplace Safety & Insurance Board) claims
- Assist coordinating company events
- Book travel as needed
- Organize Quarterly Board meetings and Annual General Meeting
- Maintaining the Director of Corporate Human Resources and Chief Executive schedules
- Other duties and special projects as assigned



Qualifications:

- Post-Secondary education with an emphasis on Human Resources Management
- 2-3 years' experience with employee relations, Worker's Compensation and Health and Safety
- Knowledge of relevant employment legislation
- Familiarity with and the ability to interpret and apply employment legislation which includes the Worker's Compensation Act, Employment Standards Act, Occupational Health and Safety Act and regulations including WHMIS, Pay Equity, Ontario Human Rights Code, and any other related legislation
- Ability to maintain the utmost discretion and confidentiality
- Exemplary planning, organizational and time management skills
- Ability to multitask and prioritize the daily workload
- High level verbal and written communication skills
- Positive and professional demeanor
- Proficient with Microsoft Office 2010, Excel, Word Processing
- Strong keyboarding skills

Company Background

Strengthening communities by advancing manufacturing.

Reko International Group Inc. (TSXV:REKO.VN) is a diversified, technology-driven manufacturing organization located in Southwestern Ontario, just minutes from the U.S. border. Areas of expertise include robotic factory automation solutions, the precision machining of large critical parts, and plastic injection and low compression acoustic tooling. Reko's family-oriented culture embraces past experience, fosters innovation, and always ensures the highest standard of quality. Reko believes in strengthening communities by advancing manufacturing.

We are continuously seeking out the best and the brightest to become an integral part of a life-long opportunity and contribute to a vibrant future at our company. At Reko, we invest in our people and give them the tools they need to achieve success by offering apprenticeship programs, tuition reimbursement, and referral bonuses.

Our goal is to help our employees create their own success by providing every opportunity for them to thrive. We offer a healthy work-life balance, competitive wages and benefits, opportunities for personal and professional growth, a company contributed retirement savings plan, recognition awards, corporate discount programs and much more!

Invest in your future, join the Reko team today!

In compliance with the Accessibility for Ontarians with Disabilities Act, 2005 (AODA), Reko International Group Inc. is committed to accommodating job applicants with disabilities during all aspects of the selection process.



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