

Job description

Role:	Administrative Assistant
Reports to:	TBC
Location:	Montreal, Canada
Job purpose:	To provide administrative support to ISSB Members and staff.

Background

The IFRS Foundation, the oversight body of the London-based International Accounting Standards Board (IASB) and of the International Sustainability Standards Board (ISSB), is opening an office in Montreal to support the establishment of a global footprint for the Foundation and to promote the work of the ISSB in conjunction with offices in Frankfurt, San Francisco and Asia. This is a new, crucial role which will support the establishment and running of the office in Montreal and also support ISSB Members and meetings which will happen in various locations each month.

Principal accountabilities

Provide administrative support to:

- up to 12 Board Members who will be based in Montreal or who will travel there (and to other locations) regularly; this responsibility will be shared with support staff in other offices.
- the Regional Director and other staff based in Montreal as required.

Specific responsibilities will include:

- Diary management across multiple time zones.
- Manage extensive, detailed and frequently changing national and international travel arrangements, including:
 - Itinerary planning.
 - Booking transport and accommodation, applying the Foundation's travel policy.
 - Completing/securing visas and other travel documentation.
- Meeting and event management:
 - Managing the scheduling of meetings and events, often with multiple internal and external participants internationally, requiring regular liaison with internal and external counterparts to co-ordinate availability.
 - Managing meeting/event logistics, including:
 - Organising venues/meeting rooms.
 - Working with the IT support team to coordinate meeting access and broadcast technology requirements.
 - Drafting agendas.
 - Compiling and distributing meeting materials.
 - Assisting with the registration of meeting participants/observers.
 - On-site meeting/events assistance.
- Circulating documents and managing files/records in line with the Foundation's IT policies and procedures.
- Act as the primary point of contact for requests from both internal staff (e.g. other support staff, senior management and Trustees) and external stakeholders (e.g.

officials from government, senior figures from regulatory, accounting and other international bodies):

- Fielding calls and correspondence.
- Accurately relaying messages.
- Responding to queries and requests appropriately.
- Working with other departments to coordinate and document speaking engagements
- Gather and maintain information relating to the whereabouts of Board Members for planning and record keeping, sharing with other departments as appropriate.
- Processing expenses and credit card reconciliations.

Required skills and experience

- Previous experience of supporting a senior team in an international environment and managing complex and frequently changing travel and meeting arrangements across time zones is essential.
- Excellent organisational and administrative skills, combined with a high level of attention to detail and accuracy.
- Ability to work collegially with others and effectively engage with staff and stakeholders at all levels, both in-person and remotely.
- High level of autonomy and resourcefulness and strong problem-solving skills.
- Ability to work flexibly, remain composed under pressure, respond to changes and conflicting demands constructively and prioritise work appropriately.
- Excellent oral and written English language skills; ability to draft clear, succinct and appropriate correspondence and documents.
- Proficiency in MS Office (Outlook, Word, Excel, and PowerPoint) is required.