



Who we are

The future is bright for tennis in Canada, and you will be right in the middle of it all at Tennis Canada! A national sport organization with a mission to lead the growth of tennis in Canada and a vision to become a world-leading tennis nation, Tennis Canada seeks to grow participation across Canada and develop champions on the international stage. Tennis Canada also owns and operates the Rogers Cup presented by National Bank tournaments in Toronto and Montreal, two of the best-run sporting events in the world which annually bring the globe's best tennis players to Canada. In recent years, Canadian tennis has seen historic achievements, with players reaching Grand Slam finals and record high world rankings, and participation and interest on the rise. Join us as we look to build on this exciting momentum and produce even greater results. We are a team of innovators, who are passionate about our work and pursue excellence together every day.

What we are looking for

Executive Assistant to the President & CEO

The Executive Assistant provides high level corporate support to the President & CEO. This role performs administrative tasks, including the management of the CEO's calendar and travel agenda, and supports the preparation of presentations, grants, and communications and performs research and analysis, as required by the President & CEO. The individual also serves as liaison for internal departments and external contacts and is required to collaborate on various projects.

- Manage and represent the President & CEO's office and act as its central liaison with the Board of Directors and external constituents such as government, associations and key stakeholders;
- Coordinate and prepare meetings, manage logistical arrangements, ranging from employee meetings to Board of Directors and Committee meetings;
- Manage the President & CEO's calendar and proactively organize his time based on availability and preferences;
- Arrange travel, manage logistics of trips and develop itineraries;
- Provide professional and confidential executive support to the President & CEO, including clerical duties, filing, manage messages and calls and correspondence;
- Review incoming requests and determine priority level, including visitors and incoming mail to flag urgent requests;
- Prepare monthly expense reports, reconcile credit card statements and process invoices;
- Prepare and review presentations, briefing materials, documents (reports, spreadsheets) and other written communications;
- Coordinate and monitor corporate governance requirements such as statutory filings, minute book tracking, etc.;
- Assist in the application and reporting for various grants and submissions;
- Provide tournament administration for VIP guests (government officials, Board Members, etc.) including invitations, ticketing, accreditation, registration, volunteers, décor, staff, catering, transportation, parking, etc.).



Who you are

- Minimum of five to seven years of experience working for a President & CEO;
- Bachelor's degree in a related field;
- Proactive and autonomous;
- Experience working in a fast-paced corporate environment;
- Excellent communication skills;
- Excellent presentation skills (PowerPoint);
- Ability to manage numerous projects and work assignments from a variety of sources;
- Outstanding interpersonal skills, high degree of professionalism, integrity;
- Proficient in using Microsoft Office;
- Strong minute taking skills;
- Ability to identify issues, develop solutions and adapt to changing priorities;
- Demonstrated attention to detail and resourcefulness;
- Capacity to work with and maintain confidentiality and to deal with sensitive information;
- Bilingual - French & English (asset);
- Tennis fan (asset).

Working conditions

These functions require regular need for hours of work beyond the 35-hour work week, especially at Rogers Cup time. They may also include the necessity to travel occasionally. The position holder may be asked special requests for tasks outside of the office.

What's in it for you

- Be part of a dynamic organization that makes a difference across Canada;
- Get in the game! Join the Rogers Cup team;
- Be part of an innovative, vibrant and passionate team;
- Join the organization that sets the standard and always strives for excellence.

Interested?

Send us your resume at resumes@tenniscanada.com