

**Rice Financial Group Inc.**



**Title:** Executive Assistant  
**Location:** Waterloo, ON  
**Start Date:** Immediately  
**Status:** Full-time, Permanent  
**Closing Date:** December 22, 2008

Rice Financial is currently seeking an enthusiastic, detailed-oriented individual for the position of Executive Assistant. Reporting to the President and CEO, the ideal candidate will be a self-starter with proficient organizational skills, effective oral and written communication skills, excellent multi-tasking abilities, and a strong working knowledge of Microsoft office.

**The candidate will be expected to:**

- Develop project and resource plans
- Communicate project expectations to the stakeholders
- Liaise with the stakeholders on an on-going basis
- Follow up on the status of assigned tasks and responsibilities with the appropriate business units
- Plan and schedule project timelines
- Develop and deliver progress reports, proposals and requirement document
- Coordinate daily schedules of the CEO
- Scheduled appointments, prepare meeting material & travel arrangements
- Maintain calendar, internal scheduling, contacts, and filing system
- Prepare and submit expense reports
- Draft and prepare presentations, reports, and other correspondence
- Complete miscellaneous assignments as requested

**The preferred candidate will have:**

- Post-secondary education business administration or equivalent preferred
- Excellent organizational, interpersonal, and communication skills with strong problem solving and critical thinking abilities
- A minimum of 1-2 years working with senior management required; experience in the financial services industry preferred
- An ability to maintain confidentiality on sensitive material
- An ability to work under pressure in a fast-paced environment with competing demands
- Advanced computer skills in Microsoft Word, Excel, and PowerPoint

Please forward a resume of your qualifications and experience stating your salary expectations in confidence to:

Rice Financial Group Inc.  
Attn. Director, Human Resources  
Email: [careers@ricefinancial.com](mailto:careers@ricefinancial.com)

*We thank all applicants for their response but only those considered for an interview will be contacted*