JOB OPPORTUNITY

Position Title: Executive Assistant to the Chief Executive Officer/Registrar
Position Type: Regular/Full-Time
Location: Mississauga, ON
Job Grade: 7
Salary Range: $105,677.00 to $147,964.00/year
Hours of work: 36.25 hours/week
Reporting to: Chief Executive Officer/Registrar
This posting is applicable to: Internal/External Applicants

Skilled Trades Ontario (STO) is a Crown agency responsible for skilled trades certification in Ontario, which includes:

- **Establishing apprenticeship programs,** including training standards, curriculum standards and certification exams.
- **Administering apprenticeship programs**, including approving apprentices and sponsors, registering training agreements and assessing applications for apprenticeship program completion.
- **Issuing certificates of apprenticeship** to completed Ontario apprentices.
- **Assessing experience and qualifications** of individuals who have not completed an apprenticeship program in Ontario.
- **Administering exams**, including certifying exams, in all trades subject to certifying exams.
- **Issuing Certificates of Qualification** in all trades with certifying exams.
- **Renewing Certificates of Qualification** in compulsory trades.
- **Maintaining a Public Register** of people authorized to work in compulsory trades.
- **Researching** apprenticeships and the trades.

Position Summary:
The Executive Assistant to the Chief Executive Officer/Registrar is responsible for managing the Office of the CEO/Registrar. This position reports to the CEO/Registrar primarily responsible for facilitating communication, driving strategic business planning, supporting effective stakeholder and government relations, and ensuring the effective implementation of the CEO/Registrar's vision and mandate.

Responsibilities:

- Enable effective government relations and stakeholder relations by establishing working relationships with key internal and external stakeholders and partners.
- Preparation of high-quality briefing materials, reports, and presentations for the CEO, ensuring clarity, accuracy, and alignment with government and agency standards.
- Acting as a conduit for information flow between the executive team, department leaders, ministry officials and other stakeholders.
- Managing special projects and initiatives, tracking progress, and ensuring timely completion.
- Act as a mentor and resource to administrative professionals across the organization, sharing best practices and supporting professional growth.
- Provide leadership, guidance, coaching, and day-to-day directions to administrative and executive support staff.
- Analyzing data, presenting options, and providing insights to assist the executive with making informed decisions.
- Tracking organization wide key performance indicators (KPIs) to measure progress and identify areas for improvement. Identify and escalate potential issues with business leaders and establish solutions.
- Lead a cohesive approach to key business activities including communications, planning, training, and stakeholder management.
- Partner with the leadership team to define, prepare, and communicate organizational plans, including quarterly, annual, and multi-year strategy.
- Represent the CEO in meetings and discussions as needed, ensuring consistent messaging and strategic alignment with agency and government objectives.
- Manage the day-to-day operations of the Office of the CEO/Registrar to ensure efficient workflows, high performance, and alignment with agency objectives.
- Ensure the CEO is equipped with real-time information and strategies to address challenges, including those requiring coordination with the Minister's office or Deputy Minister's Office.
- Promoting new ideas that contribute to the goals of the organization and the Office of the CEO/Registrar.
- Promote a culture of professionalism, confidentiality, customer service excellence, and continuous improvement within the executive support function.
- Leads/participates in process improvement initiatives to enhance the efficiency and effectiveness of executive and administrative services.
- Establish clear performance expectations, monitor work quality, and provide ongoing feedback to support employee development.
- Support recruitment, onboarding, and training of administrative personnel.

- Foster a collaborative, inclusive, and service-oriented work environment that promotes employee engagement and accountability.
- Ensure administrative staff adhere to organizational policies, procedures, and service standards.
- Handle highly sensitive organizational matters with confidentiality and professionalism.
- Exercise sound judgment in responding to inquiries and escalating issues appropriately.
- Analyze information and provide recommendations to support executive decision-making.
- Identify emerging risks or issues and recommend mitigation strategies.
- Coordinate travel, accommodations, expenses, and executive logistics.
- Oversee administrative operations within the CEO's office.
- Maintain confidential records, files, and information management systems.
- Monitor departmental budgets, invoices, and expenditures related to executive operations.
- Evaluate and improve administrative processes and efficiencies.
- Manage and optimize the CEO's complex schedule, ensuring alignment with strategic priorities and organizational objectives.
- Anticipate executive needs, identify competing demands, and proactively manage priorities.

Qualifications:

- Minimum bachelor’s degree in a related field, such as political science or public administration.
- Experience working in the public sector, such as a government agency, ministry, municipality, or nonprofit organization.
- Demonstrated project management and people leadership experience.
- Excellent written and oral communication skills.
- Minimum 7-10 years of progressively responsible executive support experience.
- Significant experience supporting a CEO, President, Executive Director, Deputy Minister, or senior executive leader.
- Experience supporting Boards of Directors and corporate governance processes.
- Experience coordinating strategic initiatives and organizational projects.
- Experience working in highly confidential, complex, and politically sensitive environments.

Knowledge of:

- General knowledge of the apprenticeship system and the skilled trades industry in the Province of Ontario is an asset.
- Project management methodology, best practices, tools and techniques to ensure effective management and delivery of all assigned projects from initiation through implementation.
- Change management theories and methodologies to lead in a changing environment and is open to new insights.
- Broad business experience driving execution and adoption of key strategic programs across teams and departments.
- Knowledge of STO's mandate/mission is an asset.
- Knowledge of public sector Equity Diversity and Inclusion objectives.

Skills include:

- Excellent verbal and written communication skills.
- Proven ability to develop and lead the implementation of communications strategy, policy, and operational plans, to a successful outcome.
- Strong editing, formatting and document production skills.
- Excellent interpersonal skills and executive presence.
- Excellent analytical and problem-solving skills with a focus on structure and execution.
- Ability to manage multiple priorities, anticipate needs and adjust accordingly.
- Highly detail oriented with strong follow-through.

Working at STO Offers:

- A workplace culture that supports work-life balance
- Comprehensive health and dental benefits
- Access to the TELUS Health Employee Assistance Program (EAP), including employee perks and wellness supports

Our Recruitment Process Includes:

- Step 1: Resume Screening
- Step 2: Phone Screening
- Step 3: Panel Interview(s)/Assignment
- Step 4: Selection
- Step 5: Offer of Employment

How to Apply: Please submit your resume to ADP by ***November 6, 2026*** via the following link:
https://workforcenow.adp.com/mascsr/default/mdf/recruitment/recruitment.html?cid=ca763c0a-275d-409e-95c5-2b5d98d0de89&ccId=19000101_000001&jobId=617193&lang=en_CA&source=CC2

We thank all applicants for their interest and will only contact those whose skills, knowledge, and experience most closely match the requirements of the position.

Skilled Trades Ontario embraces diversity and is committed to creating an inclusive workplace. Our goal is to attract, develop and retain highly talented employees from diverse backgrounds, allowing us to benefit from a wide variety of experiences and perspectives. In accordance with the Ontario Human Rights Code, Accessibility for Ontarians with Disabilities Act, 2005, and Skilled Trades Ontario's Accommodation Policy, accommodation will be provided at any point throughout the hiring process, provided the candidate makes their accommodation needs known to Skilled Trades Ontario. We welcome applications from all qualified persons.

Skilled Trades Ontario is an equal opportunity employer.