



Executive Assistant

Who we are

Valeyo is a leading Canadian-based solutions provider to the financial services industry. In addition to being a leader in loan origination technology, we are a trusted distributor for industry-leading carriers and service providers across Canada, whose products strengthen our proprietary technologies and expand our suite of lending and insurance solutions. With more than 40 years of business excellence behind us, Valeyo unites a diverse group of insurance, technology, business, and marketing professionals with a common purpose: to help our clients thrive through strong partnerships. Through the combination of our services-driven vision and distribution expertise, we can push further and faster to provide our clients with a broader range of financial solutions for their customers.

As an organization, we subscribe to the concept of winning as a team, working together, and implementing the best ideas put forward. Guided by our core values of accountability, partner-centricity, teamwork & collaboration, results-orientation, integrity, and passion, we take a unified approach to achieving our shared purpose: To help our clients thrive through strong partnerships.

About the role

The Executive Assistant will be responsible for providing support to multiple members of the Senior Leadership Team, including the Chief Executive Officer. The work environment is fast paced, with multiple demands. The successful candidate will bring excellent organizational and time-management skills, as well as demonstrated proactive planning, prioritization, and problem-solving skills

What you will do

Duties and Responsibilities

The Executive Assistant must be able to drive the following:

- Arrange extensive travel throughout Canada and US for CEO (and other internal and external executives when required), work with travel agent for international travel
- Efficiently optimize CEO's intense travel and meeting schedule across several time zones by prioritizing issues and project timelines, and by working closely with other EAs and senior leadership team members
- Compile, monitor and submit accurate expense reports and credit card reconciliations in a timely manner for CEO and Chief LCR Officer (CLO)



- Coordinate senior leadership team and other executive meetings by arranging on-site and teleconference details, creating agendas, collecting, and distributing material, organizing catering, meeting room and A/V equipment and by taking notes/minutes and collating/tracking action items generated during meetings
- Prepare and edit correspondence, presentations and other material for CEO, CLO, board of directors, and other senior leadership team members as required
- Collaborate with marketing team in organizing a variety of internal and external events and conferences
- Collaborate with marketing team in organizing a variety of internal and external events and conferences with business partners as well as consultants
- Organize corporate events and parties in accordance with company guidelines and budgets
- Track and assist CEO with annual individual insurance licensing renewals for all provinces
- Work with provincial regulatory bodies throughout Canada to maintain corporate licensing standards and to meet their stringent deadlines and requirements
- Organize 3-day internal national sales meetings
- Maintain corporate files for executive office including corporate governance files

Additional assistance to finance team (AmEx and Visa program administrator)

What you bring

Qualifications / Skills and Experience

- College diploma in Administration or Business or extensive related business experience.
- 3 - 5 years of experience providing administrative support to management, prior experience supporting corporate function an asset.
- Strong interpersonal and diplomacy skills with a high comfort level in dealing with senior management and individuals at all levels, including external vendors
- Demonstrated ability to communicate ideas orally and in writing
- Strong writing and editing

Skills and Experience

- Proven self-starter who takes initiative and thrives in a fast-paced environment.
- Ability to balance multiple priorities and projects and prioritize work while maintaining a high degree of accuracy. Results-oriented and organized



- Excellent knowledge of Windows, MS Office products (Word, Excel, PowerPoint)

Personal Attributes

- Working knowledge of SharePoint.
- Ability to use judgment in anticipating and initiating appropriate action along with ability to analyze situations/issues and recommend change.
- Strong service orientation and sound judgment in assessing and handling requests in management's absence.
- Demonstrates tact and professionalism and maintains confidentiality

The Valeyo Way:

Through collaboration and innovation, everything we do at Valeyo is focused on people - those we help and those we hire.

It's #thevaleyoway to empower our people with autonomy to make decisions that align with our values, to treat each other with compassion focusing on what we can accomplish as a team; and to recognize our individual and collective efforts.

We share a passion and drive for success and are proudly diverse team. Embracing our differences enhances everything we are involved in from our social awareness as an organization, to our creative problem solving, to the communities we support.

We offer our team the best of both worlds: a fast-paced, innovative environment and an established organization. This includes:

- A healthy, fulfilling work-life balance through a flexible hybrid work model, a Health and Personal Spending Account, plus the comprehensive benefits and perks of a financially stable organization including Group Retirement Savings Plan (RRSP) with a company match for Deferred Profit-Sharing Plan (DPSP) and a generous paid-time-off policy including vacation, personal/sick time, wellness day and statutory holidays.
- A continuously evolving people-first environment that takes time to have some fun (virtual team building events including scavenger hunts, charity drives, Fitbit challenges, photo challenges, virtual social events, including team lunches, and once we're able to safely do so, awesome potlucks, costume competitions, and karaoke battles) while providing access to professional development opportunities through training and educational assistance programs.



- A bigger than us outlook. Valeyo is committed to conducting its business activities in responsible manner with emphasis on those that are most relevant to our business: including ethical behavior, concern for employee health and safety, care for the environment and respect for the communities we serve.

If you have 70% of the qualifications we are looking for and want to be part of success, we encourage you to express your interest. We can't promise it will be a fit, but we do promise to consider your experience. Apply now.

Valeyo is committed to providing a barrier-free work environment. As such, Valeyo will provide reasonable accommodations available to applicants with disabilities upon request during the recruitment process.

Please contact careers@valeyo.com for accommodation requests.

Valeyo is an independently operated subsidiary of Securian Financial Group, a Fortune 500 company and one of the largest providers insurance, retirement and investment products and services in North America.