

Assistant to the General Manager (NOC 1222)

About the Company

Canada Royal Milk is a member of the Feihe International group of companies, Asia's number one infant formula brand. We are an international company with a multicultural workforce that is committed to diversity and inclusion. Our team members value and embrace different perspectives and new ideas.

About the Role

This position is one of the most pivotal roles in the company. As the Assistant to the General Manager, the incumbent will have the opportunity to learn about all aspects of our business. They will provide comprehensive support to the General Manager, working on a wide range of projects.

This is an excellent opportunity for professional development and growth. The incumbent must have an enthusiasm for learning, well developed organizational skills and working experience in a related area (operations, business, manufacturing, or project management). Duties include research and report preparation, the review and distribution of relevant correspondence and communications, taking meeting notes, meeting coordination, travel arrangements, delegation of requests and assisting with other priorities as required.

What We Offer

The opportunity to build and grow a progressive company, competitive wages, and extended health benefits.

What We Look For

Curiosity, commitment to learning, and a winning mindset.

Job Requirements

Education: Bachelor's degree in a related field

Experience: 3 years or more of progressively responsible related experience: which includes at least 1 year experience in a business project coordinator or similar role.

Language: Advanced written and oral communication skills in English and Chinese/Mandarin. *Language skills will be tested.*

Key Duties and Responsibilities

1. Co-ordinate and manage special assignments and projects on behalf of the General Manager;
2. Act as a liaison between the General Manager and head office to ensure proper handling of all business matters and timely communication of information;
3. Coordinate and maintain appropriate corporate records and registrations;

4. Under the direction of the GM, in collaboration with all departments, develops annual KPI for the company, and ensures regular reporting on KPI's to the General Manager;
5. Coordinate, prepare and gather information to assist in the preparation of reports, presentations, business and operating plan documents and status reports, including following up with the appropriate individuals;
6. Create, format, and edit business communications in both English and Chinese (simplified);
7. Attend meetings and act as recording secretary and ensure accurate minutes are compiled and distributed within established timeframes. Manage action item lists from meetings;
8. Proactively manage the General Manager's calendar including booking travel arrangements
9. Responsible for the communication and promotion of company activities both internally and externally
10. Is privy to, and must protect, confidential materials;
11. Handles special projects and other duties as assigned

Working Conditions

The standard office hours are Monday through Friday, 8:30 am to 5:30 pm. Most of the work occurs during regular weekday office hours. However, as an international company with frequent interaction with head office, hours of work involved may vary to accommodate differences in time zones. Flexible hours are required and may include evening and week-end hours.

Covid-19 Vaccination Policy

The health and safety of our employees and customers is a top priority for Canada Royal Milk. Therefore, applicants will only be considered who are fully vaccinated, subject to human rights considerations and recognized medical exemptions.

Commitment to Diversity & Inclusion

We strive to build a team that reflects the diversity of the community we work in and encourage applications from traditionally underrepresented groups such as women, visible minorities, Indigenous peoples, people identifying as LGBTQ2SI, veterans, and people with disabilities.

If we can make this easier through accommodation in the recruitment process, please contact us by visiting www.canadaroyalmilk.com

How to Apply

