



Canadian Medical Network Inc. (CMN) is the rapidly growing Canadian division of Europ Assistance (www.europ-assistance.com), which is a global firm with over 5,000 employees. CMN has been in Markham area for over 10 years, and serves international health insurance companies by managing medical treatment provided in the US and Canada.

CMN provides medical case management, claims processing and manages its own PPO network to discount US medical claims and has grown from 40 employees in 2005 to over 150 employees currently. Due to CMN's growth we are looking for an **Executive Assistant**.

The following indicates the scope of the position as well as the requirements that we are looking for this position:

- Scheduling appointments; in and out of office, including conference calls, conferences and tradeshow
- All travel arrangements for the Executive Leadership team
- Management of phone calls and voice mails as required
- Assisting with creation of presentations and documents
- Boardroom set-up and clean-up for all executive level meetings including food and drink arrangements where applicable
- Arrange all special functions, including dinner and entertainment arrangements for out of town guests
- Generating client related reports
- Assisting with contract development and extensions in conjunction with key information from the executive team
- Assist with RFP processes as required
- Proof reading and editing of executive letters and proposals
- Administrative assistance to all members of the management team
- Running reports and assisting with other special projects

Requirements

- Post secondary education or equivalent experience
- Minimum 2 years of experience as a senior level executive assistant
- Excellent Microsoft office skills, specifically Word, Excel and PowerPoint

Preferred Knowledge

- International Health Care or insurance experience

If this describes your skills and interests, please send a resume with cover letter to: hr@cmn-global.com and state the job title in the subject line or fax it to: 905-669-2318.