Centre ROGERS Centre
Ottawa

Canada's Meeting Place | Le lieu de rencontre du Canada
rogers-centre.ca

EXECUTIVE OFFICE ADMINISTRATOR

Come work at Ottawa's premier convention centre. Located in the heart of Canada's capital, steps from the Rideau Canal a UNESCO World Heritage site, and attached to CF Rideau Centre.

We are seeking an **Executive Office Administrator** to fill an existing vacancy to join our expert team of professionals, who are operationally driven by inspired colleagues and selected suppliers whose main goal is to create extraordinary events.

The Rogers Centre Ottawa, Canada's Meeting Place, is defined by a singular focus on realizing our vision of "Inspired Team Delivering Exceptional Events" and by living our shared commitments whereby the full potential and ambitions of our colleagues and guests are achieved. The hallmarks of our culture are strong and responsible leaders, empowered colleagues, and loyal guests.

An Operational Enterprise Agency of the Crown in the Province of Ontario, with a mandate to operate, maintain and manage an international class convention centre that will promote and develop tourism and industry in Ottawa and Ontario.

POSITION TITLE

Executive Office Administrator (existing vacancy)

POSITION TERM

Full time, permanent

LOCATION

Ottawa, Ontario

REPORTS TO

President & CEO

SALARY RANGE

$71,500 to $84,000

POSITION SUMMARY

The Rogers Centre Ottawa is actively seeking an Executive Office Administrator (EOA) to join its team. Reporting to the President & CEO, the EOA provides administrative support to the executive team, serves as the secretary of our Board of Directors, and functions as the ministry liaison with the Ministry of Tourism, Culture and Sport ("the Ministry"). The EOA is

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responsible for coordinating numerous reports, documents, and calendars ensuring that all deadlines are met effectively and efficiently. The ideal candidate has a proven track record of proficiency in leading executive-level projects, handling ministry reporting, and demonstrating strong writing and business acumen to gather input from leadership and produce high-quality documents.

This position requires a very high level of confidentiality and discretion in communications, strong ethical and professional standards, and the ability to manage multiple relationships, both internally across the organization and externally with clients. The successful candidate will have excellent time and project management skills, an ability to troubleshoot quickly and effectively, and can readily adapt to changing priorities, deadlines, and time-sensitive opportunities. You are an ultimate organizer, stickler for records, and exhibit tact and diplomacy in all aspects of communication.

DUTIES AND RESPONSIBILITIES INCLUDE (this is not an exhaustive list)**:**

EXECUTIVE OFFICE ADMINISTRATIVE SUPPORT

Reporting to the Rogers Centre Ottawa President & CEO and providing support to the Executive Leadership Team (ELT) in advancing strategic priorities, responsibilities include, but are not limited to the following:

- Manage the President & CEO's schedule to ensure, on a priority basis, their ability to attend to and accommodate the requisite appointments, events, and meetings.
- Monitor the President's inbox to ensure timely responses to email messages and requests.
- Drive organizational efficiency and provide oversight of strategic initiatives when required; identify opportunities for process improvements and effectively implement throughout departments. Assist in the development and tracking of KPIs to measure success of initiatives and operational outcomes.
- Preparation of high-quality reports, presentations, correspondence, and briefings as required; including proof-reading, editing, and research.
- Travel management (planning, expenses, and trip reporting) for CEO and COO, ensuring all documentation is prepared in advance and the required approvals are in place as per Ministry requirements.
- Coordinate and maintain centralized records and filing systems through SharePoint and other electronic tools.
- Managing and maintaining inventory for the administration office.
- Other administrative duties as assigned by the President and CEO.

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BOARD AND COMMITTEES' SECRETARY

- Scheduling, coordinating, and attending meetings for the Board of Directors and its associated committees, working with the chairs to prepare agendas, reports, and taking minutes to accurately record board decisions, ensuring compliance with governance and regulatory requirements.
- Maintain a Board Competency Matrix and assist with managing terms and details of the board members.
- Work with the President & CEO and Board Chair to ensure that good governance and best practices with regards to ***public boards and confidential documents*** are strictly followed; ensure execution of board policies by all board members.
- Support and coordinate onboarding process of new directors.

MINISTRY LIAISON

- Managing multiple deadlines with regards to government reporting, and act as liaison between the Rogers Centre Ottawa and the Ministry.
- Leading the development of the annual business plan and annual reporting in compliance with Ministry requirements.
- Responding to and reporting on all government information requests, including, but not limited to Freedom of Information and Accessibility Act Reporting.

TO BE SUCCESSFUL IN THIS ROLE WE REQUIRE THE FOLLOWING

- Post-secondary education in Business Administration.
- Minimum 5 years' experience in administration.
- This role is based at our administrative office and requires in-person attendance five days per week, in accordance with the Ontario Public Service's return-to-office plan.
- An individual who is detail and deadline oriented, who is self-motivated, and has a proven ability to lead complex projects and deliver results within deadlines.
- Strong understanding of board governance practices and organizational compliance.
- Solid understanding of Microsoft 365 Suite including SharePoint, Teams, Word, Excel, PowerPoint and Outlook.
- Strategic thinking and execution of decisions; leadership and team collaboration skills; and the ability to maintain confidentiality at all times.
- Strong, diplomatic communication skills – verbal and written.

- We promote work/life balance but from time-to-time participation in events or meetings may take place at any time during the week.

ASSETS:

- Bilingualism (French/English) is considered an asset
- Experience working with a Board of Directors

SUBMISSION DEADLINE

January 23, 2026 at 5:00pm EST

Please submit your interest in writing and resume to **careers@rogers-centre.ca**. The file name of your resume should reflect your legal first and last name.

This position is open to all qualified candidates and only those selected will be contacted for an interview.

DIVERSITY, EQUITY AND INCLUSION

The Rogers Centre Ottawa values, celebrates, and welcomes individuality. We strive to provide a professional environment where everyone is treated with dignity, regardless of gender, age, race, religion, ethnicity, nationality, disability, appearance, or personal orientation.

The Rogers Centre Ottawa promotes a culture of respect and continuous learning to benefit from our colleagues' diverse cultural perspectives.

ACCOMMODATION

We are committed to providing an inclusive and barrier-free work environment, starting with the hiring process. If you are contacted regarding a job opportunity, please advise if you have any restrictions that need to be accommodated. All information received in relation to an accommodation will be kept confidential.

LAND AKNOWLEDGEMENT

The Rogers Centre Ottawa is located and operates on the traditional and unceded territory of the Anishinaabe Algonquin people, who have travelled and inhabited these lands for millennia.