



Real Estate  
Council of Ontario

## Employment Opportunity

### Administrator, Board Support Services

#### Permanent Position

### About RECO

As Ontario's real estate regulator, RECO administers the legislation that governs real estate in the province. This means that real estate registrants (sometimes referred to as "real estate agents" by the public) must be registered under the Real Estate and Business Brokers Act 2002 in order to trade in real estate, and it is also our role to enforce this legislation that they must follow. We do this work on behalf of the government of Ontario, protecting the public interest through a fair, safe and informed marketplace.

With just over 160 employees, RECO is a small but dynamic work environment where quality work/life balance is valued. A career at RECO is a challenging, satisfying and rewarding experience. We have a collegial team of employees that welcomes new people and new ideas with enthusiasm and warmth. Our employees enjoy attractive education and training programs, advancement possibilities, and the opportunity to contribute collectively to the regulation of the real estate industry and protection of the Ontario consumer.

### The Role

Under the Direction of the CEO coordinates the activities of the Board of Directors, by ensuring that the highest level of administrative services and support are provided. Responsible for a wide range of complex and confidential administrative, operational and governance tasks. Professionally represents the Board of Directors to internal and external stakeholders. Researches, compiles background materials related to a variety of initiatives/issues.

### Position Key Responsibilities

- Coordinates the administrative functions of the Board of Directors, including providing the highest level of proactive senior executive administrative support to the Board Chair in carrying out his/her duties.
- Various Project Management functions, including annual Board of Directors Election process
- Serves as a key liaison between the Board of Directors and internal/external stakeholders
- Facilitates and coordinates logistics of Board events including the Board and Committee meetings, Board Orientation, special requests, special events, etc., and assists with support for other events as required.



## Qualifications

- Post-Secondary Diploma or Degree from a college or university in a related field or demonstrated combination of work experience and education with previous corporate secretariat work / education an asset.
- 5+ years' progressive executive administrative related experience, preferably in a regulatory environment, or equivalent.
- Capacity to manage, with minimal supervision, variable workloads and multiple tasks, set priorities and meet deadlines.
- Ability to perform, make decisions and problem-solve under pressure; exercising initiative and sound judgment.
- Able to establish and maintain efficient organizational systems.
- Ability to understand the business and make linkages in review of materials being presented to the Board of Directors.
- Understanding of the business of a regulatory authority and its role in the marketplace.
- Excellent interpersonal and communications skills; able to build and maintain relationships with Ministry staff, Boards of Directors, internal staff, industry associations and a variety of other stakeholder groups or individuals.
- Proficient in Minute Taking/Preparation and Microsoft Office Products.
- Experience in the essentials of nonprofit association governance, including legal aspects such as bylaws and Roberts Rules of Order.
- Ability to maintain confidentiality.
- Extensive knowledge of administrative, organizational/office practices, procedures and standards required.
- Inherent curiosity that enables comfort to appropriately challenge assumptions and be a problem-solver.

### **Salary Grade (11)**

**Posting Date: Wed. July 8, 2020**

**Closing Date: Fri. July 24, 2020**

Qualified applicants are invited to submit a detailed outline of experience specifically addressing RECO's needs in confidence to: Sylvia Mauti – Director, Human Resources at [hr@reco.on.ca](mailto:hr@reco.on.ca)

RECO is committed to treating all people in a way that allows them to maintain their dignity and independence. We believe in integration and equal opportunity. We are committed to meeting the needs of persons with disabilities in a timely manner, and will do so by preventing and removing barriers to accessibility. We thank all applicants in advance for their interest.