



Are you ready for a change? CN Investment Division (the Division) is your chance to do meaningful work with a smart, imaginative team in a unique and exciting environment. Established in 1968, the CN Investment Division manages one of the largest single-employer defined benefit pension funds in Canada and holds a long track record of solid performance. Approximately C\$18 billion is actively managed in-house by 88 employees for the CN Pension Plan's approximately 47,800 pensioners and pension plan members. The Division also manages the assets of the CN Pension Plan for Senior Management and the BC Rail Pension Plan.

The Division's culture is nimble, innovative, collaborative and risk-aware. Pensioners are always at the heart of what we do. As a part of the CN Investment Division team, you will always be learning, adapting, and creating solutions to keep pace in a changing world. You will also work in a flexible, inclusive, and equity-focused environment with lots of room to thrive and grow your career and skills.

Join our team and be part of something great.

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## Position: Assistant, Communications and Office Services

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### Current Opportunity

Reporting to the Manager, Communications and Office Services, the candidate provides on-site administrative support to facilitate the Division's day-to-day operations. Key responsibilities include welcoming visitors, supporting meeting logistics as required, and providing administrative support for the Communications and Office Services function and the Corporate Services team. The position also handles office services activities, correspondence and courier processing, publication and subscription renewals, expense reports and corporate credit card reconciliation, as well as other routine administrative tasks.

As the ideal candidate, you are a strong team player with excellent interpersonal and communication skills. You are customer-oriented, detail-focused, and well organized, with the ability to manage multiple tasks and meet deadlines in a dynamic office environment. You are reliable, adaptable, and comfortable working both independently and collaboratively to support ongoing administrative needs.

### Primary Responsibilities

- Welcome visitors arriving at reception and refer them to the appropriate individual or team as well as support meeting logistics, including setting up conference rooms and preparing refreshments such as coffee and water
- Maintain and upkeep of common areas and office facilities, including supply coordination and ensuring office and kitchen areas remain clean and fully operational
- Receive and send courier service deliveries, update records to support service payments, and track deliveries (for employees on site and working remotely)
- Sort, route, and deliver incoming and outgoing correspondence and parcels, including special deliveries
- Manage publication and subscription renewals and requests
- Track and reconcile corporate credit card expenses and prepare expense reports
- Assist the Manager, Communications and Office Services with the publications component of the departmental budget
- Book travel for Corporate Services team members
- Manage business card requests for Division personnel
- Perform basic administrative and clerical duties, including routine banking and photocopying, as required
- Assist with updating and distributing Business Continuity Plan (BCP) documentation
- Participate in BCP logistics as required

## Professional Requirements

- DEC in administration or office automation and/or an equivalent combination of education and experience
- One to two years of administrative or office support experience
- Experience with receptionist-related duties, office services activities, or administrative coordination is considered an asset
- Proficiency in Microsoft 365 applications, including Excel, Word, Outlook, SharePoint and Teams
- Ability to follow established procedures and work within defined processes
- Bilingual (French and English), spoken and written

## Desirable Skills and Aptitudes

- Excellent interpersonal and communication skills, spoken and written
- Strong organizational skills with the ability to manage multiple priorities and meet deadlines
- Ability to adapt to changing priorities in a dynamic office environment
- High attention to detail
- Ability to work both independently and as part of a team
- Ability to work effectively with employees at all levels and understand operational needs

If this position sounds like you, we would love to hear from you! Please send your application via email to [jobs@cnid.ca](mailto:jobs@cnid.ca). The information received will be treated in strict confidence.

The Division values diversity and is committed to employment equity. All qualified applicants will receive consideration for employment without regard to race, colour, religion, sexual orientation, gender identity, national origin, age, physical or hidden disability, or protected veteran status. You are encouraged to apply and to self-identify so we can work toward full representation of those groups within our company. Should you require any accommodation in the application or interview process, please just let us know.

We appreciate your time and effort, however, only candidates selected for an interview will be contacted. Thank you for your interest in the CN Investment Division.