

CAREERS

Executive Assistant

The Executive Assistant will provide high-level administrative support to the executive team, ensuring smooth and efficient operations. This role involves managing schedules, coordinating meetings, handling correspondence, and performing various administrative tasks to support the executive team.

Qualifications

- Strong knowledge of office procedures and practices
- Skilled at report and letter writing
- Excellent verbal and written communication and presentation skills, including remote presentations
- Keen attention to details
- Able to develop an intuitive understanding of the needs of the executives, and take a proactive approach to meet them
- Proficient in Microsoft Office (Outlook, Word, Excel, Power Point, Visio, Teams, and SharePoint)
- Proven organizational and time management skills
- Excellent analytical and problem-solving skills
- Meticulous records maintenance skills
- Resourceful and able to work independently with minimal supervision

Education & Experience

- Post-secondary diploma in Business Administration or relevant discipline, or an equivalent combination of education and experience
- Valid driver's license
- Minimum five to seven (5 – 7) years' experience in an executive administrator role

Functional Responsibilities

- Organize and coordinate executive meetings, strategy sessions, ownership meetings, and corporate updates and assist in preparing agendas, sending calendar invites, and ensuring all necessary materials and resources are available
- Record and distribute meeting minutes and conduct client surveys
- Prepare and edit documents, presentations, and reports for the executive team and maintain organization of files and folders as required

- Organize and coordinate corporate events such as partner retirements, service awards, and social committee events
- Run errands and assist with purchasing for the leadership team
- Plan and coordinate travel and training sessions
- Provide back-up support to the Office Coordinator and departmental support to HR, Project Management, and IT

Working Conditions

- Office atmosphere
- Manual dexterity required to operate computer and peripherals
- Able to lift up to 25 lbs
- Periodic driving of a company vehicle