

### **Nature of Work**

The Executive Administrative Assistant is responsible for a wide variety of administrative duties in support of the Chief Executive Officer (CEO) and other senior management members. Duties include but are not limited to reception, arranging travel plans, meeting minute-taking and distribution, scheduling appointments and drafting both internal and external correspondence. The Executive Administrative Assistant is also required to maintain confidentiality and professionally interact with employees, management, and the public. Other duties shall be assigned and changed as necessary

### **Principle Accountabilities**

- Provide direct administrative and office management support to all members of senior management as directed.
- Provide administrative support on all matters related to Regulatory and Privacy.
- Prepare travel schedules, book travel arrangements, and make reservations for senior management.
- Coordinate logistics of senior management team programs including meetings, seminars, workshops, special projects, and events, such as monthly Board of Directors meetings at the direction of the CEO.
- Receive and screen all inbound telephone calls, e-mails, and visitors for the executive office.
- Refer and/or redirect calls, e-mails, or visitors as required.
- Coordinate office activities.
- Review, evaluate, and distribute priority correspondence for executive team.
- Take and transcribe dictation notes. Must be able to analyze and create a compute summary.
- Present a positive and professional image of the executive office to all visitors, suppliers, inquiries, and other persons.
- Direct building maintenance personnel
- Other duties shall be assigned as required.

### **Required Education**

- Secondary School Diploma required.
- Post-Secondary diploma in business, management, finance (or field relating to quality assurance) or an equivalent combination of work experience and education.

### **Qualifications and Experience**

- Minimum 5-7 years' experience in an Administrative role
- Excellent verbal and written communication and presentation skills
- Proficient at an advanced level in Office 365 (Excel, Word, Outlook, etc.)
- Positive can-do attitude; able to work as part of a team and independently
- Must be able to handle confidential information in an ethical and professional manner
- Must be able to assess and determine priorities and contribute to continuous improvement
- Demonstrated organizational and time management skills
- Demonstrated strong knowledge of office procedures and practices
- Keen attention to details, able to manage multiple tasks

Please submit a cover letter and resume in confidence to the attention of Human Resources at CityWest 248-3<sup>rd</sup> Avenue West, Prince Rupert, B.C. or by email to [recruitment@cwct.ca](mailto:recruitment@cwct.ca)