



Executive Assistant

Summary:

The Executive Assistant (EA) is the right hand to the President and provides executive support in a one-on-one working relationship. The EA performs general administrative duties while planning, organizing, coordinating, and supporting management activities. He/she must project a professional company image through all interactions. He/she will contribute to the efficiency of our business by providing personalized and timely support to the President.

Responsibilities & Duties:

- Works as a strategic partner to the President by facilitating the President's ability to effectively lead the company and by contributing to the overall success of business operations.
- Works closely with the President to keep him/her well-informed of all upcoming commitments and responsibilities while following up appropriately and responding to requests in a timely manner.
- Assists with research and prioritizes any issues or concerns addressed to the President including those of a sensitive or confidential nature.
- Supports the President in his/her external commitments related to TESCO, including service on external boards, committees, and associations.
- Act as the point of contact among executives, employees, clients, and other external partners.
- Coordinates, manages, and maintains the President's active Outlook calendar with meetings, conferences, travel arrangement information, etc.
- Coordinates special projects for the President (quarterly Town Hall, company events, etc.).
- Prepares internal and external presentations as well as communications (memos, letters, reports, agendas, minutes) in a confidential manner.
- Enters and reconciles expense reports with accuracy.
- Attends meetings with the President and records minutes.
- Performs general administrative and support duties for the management team as required.

Requirements:

- College diploma in Business Administration or related program.
- Minimum 5 years' experience providing executive-level support and working with senior management teams.
- Highly proficient with Microsoft Suite; Outlook, Word, Excel, PowerPoint.
- Must have a valid Class-G License and transportation.
- Must possess honesty and integrity, with a demonstrated commitment to service orientation, teamwork, and quality of work.
- Flexibility with strong ability to plan, organize, prioritize, and meet deadlines in a fast-paced environment.
- Excellent oral, presentation, and written communication skills with strong attention to detail.
- Energetic and self-motivated with a proactive mindset and professional attitude.
- Discretion and confidentiality

Location: Sudbury, ON

Term: Full-time, permanent

How to apply: Email resume to employment@tesc.com indicating "Executive Assistant" in the subject line.