



## **Executive Assistant**

### **Position Description**

Reporting directly to the president, the Executive Assistant will be the first point of contact for matters related to the administration, including assisting in managing incoming inquiries and other day to day operations. The Executive Assistant interacts and maintains strong effective communications with employees within all levels of Safeline Group of Companies as well as various organizations.

Duties and Responsibilities include but are not limited to the following:

### **Responsibilities**

- Assist in day to day responsibilities including coordination and management of meetings and schedules
- Ensure appropriate files are given to the President prior to meetings
- Weekly meetings with the President to review outstanding work and calendar commitments
- Coordinate, schedule and confirm travel arrangements
- Represent the President at meetings in his absence as required
- Responding to general inquiries and forwarding inquiries to various departments
- Email management, phone correspondence, general office duties
- Preparing, formatting, and proof-reading documents such as memos, proposals, financial data, and data analysis
- Maintain company contracts for review, ensure contracts are signed and sent back to clients
- Prepare expense reports, ensuring company policies and procedures are followed
- Maintain an organized filing system
- Follow up with client deadlines to ensure timelines are met and achieved.
- Assist with any special projects as required
- Set up new employees: creating various accounts such as email, programming phone and key fob, preparing employee documents, etc.
- Work with IT to review requests from staff

### **Skills**

- Exceptional time management skills with the ability to multitask and prioritize assignments
- Excellent communication and interpersonal skills
- Flexible and adaptive in response to changing needs
- Ability to perform well under pressure, meet deadlines and complete tasks in a timely manner
- Detail oriented, producing high quality results
- Ability to recall information and to maintain confidentiality

### **Requirements**

- 3-5 years' experience as an administrative assistant supporting senior management, office management or other related experience
- Degree in Business Administration/Office Administration
- Strong proficiency in Microsoft Office applications
- Exercises a high degree of discretion and confidentiality

Interested candidates are invited to submit their current resume. While we thank all those that apply, only those selected for interview will be contacted.