



Interested in making a difference, working with the largest companies in the food, beverage, and pharmaceutical industries?

At Tri-Mach Group, our vision is **to be the number 1 choice for employees and customers alike**. We are always looking for ways to push the limits of innovation and smart manufacturing, and it starts with you.

Who We Are:

Tri-Mach Group is an industry leader in smart manufacturing solutions, providing the very best in fabrication and installation services to essential industries. Our customers create many of the food and beverages you consume every day, and they rely on us to enhance their operation.

Our reputation for top-quality workmanship, commitment to food safety, technical knowledge, and 35 years of experience are the keys to our success, resulting in our remarkable growth over the past years.

As a member of the Tri-Mach Group of Companies family, we work alongside our sister trade companies to provide a single source for customers to elevate their operation, fulfilling their fabrication, millwrighting, electrical, process piping, and automation requirements.

Your Future Role:

JOB DESCRIPTION & RESPONSIBILITIES

The Executive Assistant provides business, project and administrative support to the CEO facilitating an organized, responsive and professional experience for colleagues, customers, owners and stakeholders. The Executive Assistant is responsible for meeting deadlines in a fast-paced environment with numerous projects and tight deadlines and will be required to prioritize tasks when dealing with multiple deadlines and priorities. The individual will be expected to work independently on confidential projects as directed by the CEO, from conception to completed and must be able to handle various priorities, changing demands and confidential matters effectively and with discretion. The ideal candidate is creative, self-motivated, results-oriented, respectful, supportive, and family focused.

Job Duties & Responsibilities

- Uphold a high level of confidentiality
- Provide proactive planning and schedule management to the CEO, including:
 - Support for Advisory Board, Board of Directors and Management meetings including attendee scheduling, drafting agenda and minutes
 - Creation of external and internal communications
 - Schedule Management including booking meetings, appointments, conferences and events
 - Logistic management for events and employee meetings; including attendees, agenda and other pertinent details
 - Monitoring and managing information flow
 - Manage correspondence and communication on behalf of the CEO
 - Provide support for personal initiatives
- Skillfully manage and complete assigned projects which may include preparation of business reports, budgets, presentations and memos
- Strategic Business Duties
 - Conduct research and analyze information to ensure thorough preparation for internal and external meetings
 - Ensure timely completion of all tasks, projects and priorities of the CEO and Executive Team with prompt and sound decision-making skills





- Clerical Duties
 - Maintain an organized filing system of paper and electronic documents
 - Handling basic bookkeeping duties
 - Filing corporate records, documents, and reports
 - Review various legal contracts and other sensitive documents while providing full confidentiality
- Other duties as assigned

What You Need to Succeed:

- You are a self-starter who thrives in a fast-paced work environment
- You have a bachelor's degree
- 3-5+ years experience in an executive assistant role where you reported to a C Suite level executive
- Strong proficiency with Microsoft suite of products; Outlook, Word, Excel, PowerPoint, Teams
- You are a team player with a good sense of humour
- You have strong organizational, project management and problem-solving skills with exemplary multi-tasking abilities
- You have exceptional communication skills and the demonstrated ability to deal effectively with all levels of internal and external stakeholders
- You have a get it done attitude and are skilled at removing barriers
- You operate with a team spirit, not with ego; you want everyone, including yourself, to do their best work; you see your success as dependent on the success of the team
- You have the ability to think beyond the needs of the customer to point out errors and potential issues
- You can adjust quickly to changing priorities and conditions, cope effectively with complexity and change, quickly understand and absorb new information and respond appropriately
- You are a straight shooter who gets to the point and can clearly communicate in both oral and written form
- You excel at writing professional business reports





What Makes Us the Best?

Together as a family we chose five values to follow, which set us apart from other companies:

Above & Beyond

The Sky is the Limit: Undeniable growth trajectory, brand-new headquarters and investment in equipment

Group of Companies Collaboration: Provides room to grow your knowledge to new skills and trades

Achieve the Unthinkable

Challenging Work: We push the boundaries with our custom solutions, revolutionizing industries

Continuous Improvement: We drive team forward, providing opportunity to learn, grow, and advance their career

Family-Oriented

Family First: We are one big family, and we look out for one another as such

Relationships Building: We offer various social initiatives to include all employees and their families

Respect

No Closed Doors: Every member of our team is important, and no voice goes unheard

Listen and Learn: We collect ideas and opinions and use them to better the company and raise the bar

Support

Positive Culture: We foster a team environment where we support one another

Invest and Encourage: Our investment in our team ensures you are working alongside the best

Perks, Perks, Perks

- Competitive Salary
- Extensive Benefits
- Flexible Work Schedule
- Regular lunch & learns and seminars
- Fully equipped private gym
- Paid Vacation
- Personal development
- Professional growth and training
- Retreats and companywide events
- RRSP Matching
- Social committee events and family activities

We Look Forward to Hearing from You!

To Apply, please visit our website: www.tri-mach.com

We appreciate your interest in Tri-Mach Group but only those who possess the skillset we are seeking will be contacted.

We are committed to diversity and inclusion and thank all applicants in advance. Accommodations are available during all stages of the recruitment process in accordance with the Human Rights Code and the Accessibility for Ontarians with Disabilities Act.

Website: www.tri-mach.com





Social: www.linktr.ee/trimachsocial

Group of Companies: www.tri-machgroupofcompanies.com

