



Opportunity Profile

Executive Assistant, Corporate Office

Peace Hills Trust

April 13, 2022

Company

Peace Hills Trust is Canada's largest and oldest First Nations owned federally regulated financial institution, and is also Canada's only independent Trust Company. Employing nearly 100 people, Peace Hills Trust serves more than 20,000 personal, business and First Nations customers, providing financial services to most regions of Canada through a network of nine Regional Offices and electronic services.

Peace Hills Trust is wholly owned by the Samson Cree Nation of Maskwacis, Alberta. Its Corporate Office is located in Edmonton, Alberta.

The Opportunity

We are looking for an **Executive Assistant** to join our Senior Leadership team **located at our Corporate Office in downtown Edmonton, Alberta**. You will be reporting to and representing the President & CEO and will play an integral part in the organization. You will provide a high-quality administrative assistance and support role to the Executive Team and the Board of Directors. You will welcome guests and greet people who visit the business; and act as a point of contact between the Executive Team, Board Members, Employees, Clients and Suppliers. You will manage and oversee the front-desk activities and office services, including working on a one-to-one basis on a variety of tasks/projects assigned related to executive's working life and communication.

The Executive Assistant exudes positivity, communicating with all vested parties with integrity and professionalism. Administrative tasks are executed to the highest quality standards. To be successful, you will demonstrate a high level of professionalism, tact and confidentiality with employees, management and all internal and external stakeholders.

The role will provide an opportunity to gain valuable insight into the financial industry and who we are as an organization. You will continue to develop and improve your business acumen skills in being included as part of the Senior Team. You will be a part of building strong relationships and helping to continue to establish our reputation as a company that provides excellent customer service within a professional culture. Your contributions will lead into potential future growth and career opportunities within the company.

Responsibilities:

- Overseeing all incoming and outgoing communications, including emails, phone calls, reports and internal correspondence for President & CEO
- Welcomes guests and customers in person or on the phone, and answering or directing inquiries
- Schedule and manage appointments, calendars, travel arrangements and meetings for President & CEO, Executive Team and Board of Directors
- Preparing agendas and expense reports
- Attending and taking minutes during meetings as required
- Preparing financial statements, reports, memos, invoices, letters, and other documents
- Reading, analyzing, researching, gathering and disseminating information for Senior Management
- Assisting in creating PowerPoint Presentations, spreadsheets, word processing and databases for Executives or Board of Directors
- Organizing and coordinating logistics of meetings, workshops, special events, organization events and/or arranging third party presenters

- Responsible for training, developing and supervising subordinates
- Maintains high degree of discretion and handles confidential information, ensuring security
- Monitors office supplies and research advantageous deals or suppliers
- Delegates and follows up on action items that fall within the realm of responsibility

The Ideal Candidate

The ideal candidate will demonstrate a good business acumen allowing you to utilize your skills and understanding on how your role best supports the Executives and the Company. You will add value to the Senior Leadership Team by being proactive & anticipating needs, adept to managing up and taking a leadership role with a strong willingness to learn while improving on your resourcefulness and knowledge. You must be tech savvy and have advanced computer skills including MS Office (Word, Excel, Adobe, Outlook, PowerPoint) in order to coordinate schedules, projects and meetings. You must be a smart multi-tasker and have strong organization skills in order to oversee the daily management and administrative tasks. You are courteous and friendly and have strong oral and written communication skills in order to ensure excellent service standards for point of contact for the organization.

Proven minimum 3 years' experience in working as an Executive Assistant, Administrative Assistant or Office Manager. Proven experience in working with Board of Directors and Senior Management. Familiarity with the Financial Industry is a plus.

Qualifications and Requirements:

- 3 – 5 years of demonstrated management and leadership experience
- Experienced in coaching and performance management
- Experience in handling of basic bookkeeping duties such as accounts payable and receivable and the reconciliation process
- Must be familiar with research methods and reporting techniques
- Up to date knowledge and advancements in computer skills including MS Office, Electronic Calendar / Scheduling / Virtual Meeting Applications a must
- Experience in public relations and marketing experience, including social media management or website management is a plus
- Experience in project management is a plus
- Experience in office and task management systems including organizing and maintaining an office filing system a must
- Must be a team player and dependable
- Must be able to travel for Board Meetings
- Post-Secondary in related Business Administration Certificate or Diploma program
- Completed a Canadian Certified Administration Professional (CCAP) Program is a plus

To be considered for this exciting opportunity, please forward your resume to:

Human Resources
 Phone: 780.421.1606
 Email: human.resources@peacehills.com

We appreciate the interest of all applicants however only those selected for consideration will be contacted.

Closing Date: Until the Position is Filled