

### Schedule “A”

<b>JOB TITLE:</b>	Executive Assistant	<b>LOCATION:</b>	Elmira
<b>DEPARTMENT:</b>	Administration	<b>TYPE:</b>	Full-time, Permanent
<b>MANAGER:</b>	CEO	<b>SALARY:</b>	Commensurate with experience
<b>DIRECT REPORT:</b>	None	<b>INDIRECT REPORT:</b>	None
<b>INTERNAL RELATIONSHIPS:</b>	Project Managers, Department Managers/Supervisors, The Ownership Group, Finance, Human Resources, Sales, Operations, Advisory Board, Board of Directors		
<b>EXTERNAL RELATIONSHIPS:</b>	Suppliers, customers, other industry partners		

### JOB OVERVIEW

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.

### KEY RESPONSIBILITIES

- 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
- Uphold a high level of confidentiality

### 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

### Administrative 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
- In accordance with company policy/ESA; overtime, work outside of regular hours, and being on call may be required at the discretion of the company
- All other duties as assigned

## REQUIRED EXPERIENCE & QUALIFICATIONS

- 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, Adobe
- 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

### Bonus if you have:

- Experience reviewing contracts and agreements
- Knowledge of Health and Safety in a manufacturing environment
- Experience working with a Board