

## JOB POSTING | Executive Assistant

Steelcon Fabrication Inc. is growing, and we are looking to augment our team with an Executive Assistant.

We are looking for a high performing Executive Assistant who will provide onsite administrative support to 3 C-level executives and represents those executives to internal and external contacts.

As the Executive Assistant, you must be creative and enjoy working within a small team environment that is growth-driven, results-driven and team oriented. In this role, you will have the ability to exercise good judgment in a variety of situations, with strong written and verbal communication, administrative, and organizational skills, and the ability to maintain a realistic balance among multiple priorities. This dynamic position requires the ability to anticipate needs, think critically, and offer solutions to problems with a high level of professionalism and confidentiality.

### **As an Executive Assistant, you will contribute to our team by:**

- Coordinating and prioritizing executives' calendars.
- Completing a broad variety of administrative tasks that facilitate the executive's ability to effectively lead the organization, including - assisting with special assignments; composing and preparing correspondence; making travel arrangements; and completing expense and mileage reports.
- Prioritizing inquiries and requests while troubleshooting conflicts; making judgements and recommendations to ensure smooth day-to-day engagements.
- Receiving and screening incoming telephone calls to the executives, taking messages as appropriate. Eliciting necessary information to allow timely and accurate responses and responding when appropriate.
- Preparing executives for meetings and providing them with the necessary documents and supporting information.
- Administering and handling correspondence addressed to the executives and follow up as required, with considerations to priorities and timelines.
- Preparing or modifying documents including legal documents, internal and external presentations, correspondence, reports, memos, and emails. Acts as an extension of the executive(s) and portrays an appropriate attitude and demeanor.
- Transcribing source material, preparing documents, reports, and distributing as appropriate. Providing accurate Word, Excel, and PowerPoint support by creating and/or editing a variety of documents.
- Demonstrating ability to work autonomously with confidence. Working effectively without constant and direct supervision or guidance.
- Acting as a liaison with various individuals both internally and externally, at all levels of the organization.
- Providing hospitality to all guests and help to create a welcoming environment.
- Other administrative support such as filing, faxing, and photocopying as required.

# JOB POSTING | Executive Assistant

## What you will bring to this role:

- Post-secondary degree or diploma or certificate in office administration program or equivalent experience.
- 5 years of progressive experience as an administrative assistant, including a minimum of 3 years' experience supporting senior-level managers. Professional and service-oriented approach internally and externally.
- Experience working within the construction industry is an asset.
- Excellent verbal and written communication skills; able to communicate to an executive audience with superior professionalism.
- Solid business writing skills, with strong attention to detail
- Proficient in Microsoft Office (Outlook, Word, Excel, and Power Point), Adobe Acrobat, and Social Media web platforms.
- Self-management skills to plan, organize, prioritize, and delegate tasks with conflicting deadlines in a fast-paced environment.
- Ability to act with discretion when handling confidential and privileged information.
- General knowledge in construction and/or Steel fabrication Industry is an asset.

**How to Apply:** Resumes can be sent directly to [Recruitment@steelcon.ca](mailto:Recruitment@steelcon.ca) or on the [Steelcon](#) Career's page.

**Deadline:** Until position is filled

**Location:** Brampton, Ontario

**Salary:** Negotiable, based on experience

Upon submitting your resume, your application will be reviewed in the evaluation process. Part of this process requests that you complete this short assessment. [Click HERE](#)

We thank all applicants for their interest in exploring employment opportunities with Steelcon group of companies. However only those selected for an interview will be contacted.

Steelcon group of companies is an equal opportunity employer committed to accommodating an inclusive environment for all employees and applicants.

Accommodation for Applicants with disabilities will be made during the recruitment process when requested.