



Executive Assistant – Canadian Flatbeds

Permanent full-time

Mississauga, Ontario

Full Job Description

We are looking for an Executive Assistant to join our team at Canadian Flatbeds. We invite you to apply if you have a strong attention to detail, exceptional analytical and communication skills, you learn new processes and like to take on new challenges. With the ability to adapt to changing priorities, you are flexible and do not mind taking on extra work to ensure the department is at the highest level of efficiency. This position reports directly to the President & CEO of Canadian Flatbeds.

Job Responsibilities

- Overseeing all incoming and outgoing communications, including emails, phone calls, reports, and internal correspondence
- Prepare and verify various documents and reports related to compliance, training, and audits
- Be responsive to day-to-day issues, take proactive role in improvement initiatives and be a high-performing team player
- Ordering office supplies for both Mississauga and Milton locations
- Perform administrative tasks such as: assigning phone extensions, booking travel, booking meetings, checking office mail, and coordinating office events
- Act as a liaison between the leadership team and building management
- Manage some aspects of banking, ordering cheques, submitting expense reports, tracking receipts and expenditures
- Acting as the gatekeeper for internal and external contacts, including vendors, colleagues, clients and customers
- Provide support to others in the leadership team on an as need basis
- Assist with marketing material and branding of different companies that are part of the HW Transportation Group

- Assist with HR functions such as orientation, attendance management and benefits management
- Various administrative duties to support the operations department
- Managing social media posts on platforms such as: LinkedIn, Facebook and Instagram
- Other duties, as assigned

Requirements and Skills

- Work experience as an executive assistant or similar role from a transportation industry will be an asset
- Excellent knowledge of MS Office with advanced skills in excel
- Excellent communication skills, organizational skills and time management skills
- Discretion and confidentiality
- Ability to learn quickly and handle multiple tasks
- Occasional travel between the facilities may be required at times
- CCAP certification will be an asset but not required

Hours of Work

Monday to Friday, 8:30 am to 5:00 pm

Occasional weekend availability

What's In It For You

- Competitive salary
- Extended health and dental care benefits
- Employee and family assistance program
- Life insurance
- Paid time off
- On-site parking

Interested applicants can email their resumes to careers@hwtg.ca.