

Job Profile – Executive Assistant

Job Title:	Executive Assistant	Job Category:	Corporate
Location:	Calgary	Travel Required:	Limited
Level/Salary Range:	Negotiable	Position Type:	Full-Time/Hybrid
Reports to:	President and Chief Executive Officer	Apply by:	Nov. 14, 2022

Job Description

Position Summary

The Executive Assistant is the administrative support person for the President and Chief Executive Officer (CEO), the Senior Leadership Team and the Board of Directors. The incumbent is responsible for ensuring the President and CEO is as effective and efficient as possible by anticipating his/her needs for information, scheduling, document preparation, and other requirements from both the office and a remote environment. They will also proactively develop process, procedures and guidelines for the effective delivery of the Executive Assistant function.

Duties and Responsibilities

Under the supervision of the President and CEO, the duties and responsibilities of the Executive Assistant include:

Executive Support

- Strategically manage the calendar of the CEO, taking into account long-term planning and anticipation of key events, along with strategic blocking of time for critical planning and work activities;
- Ensure the President and Chief Executive Officer is well informed regarding his/her schedule and travel, and work proactively to ensure that all supporting documentation is gathered and provided in advance so that the President & CEO is fully prepared;
- Coordinate travel for senior leaders;
- Play a key role in the professional delivery of critical documents of the Senior Leadership Team by preparing presentations, proof reading, editing and formatting;
- Support the administrative needs of the Newell County Facility and initiatives through the Canada First Research Excellence Fund (CFREF);
- Prepare expense reports.
- Support preparation of government grant claims;

Board Support

- Serve as recording secretary to the Board of Directors, preparing the agenda and notifications;
- Assemble Board materials;
- Take meeting minutes and process post-meeting documents (including filings with the corporate lawyer and updating of the minute book, annual returns, Resolutions updates, updating and tracking action items identified by the Board);
- Coordinate all electronic voting, correspondence, and compliance documents;
- Schedule Board and subcommittee meetings and travel;

- Update annual board documents.

Ambassador Role

- Provide professional and courteous reception, as well as accurate and comprehensive information (via phone, e-mail, in-person, and other modes of communication) to the variety of internal and external clients and stakeholders seeking information about CMC and its offerings (including CFREF and affiliated researchers);
- Assist in organizing special events (e.g. assembling guest lists, sending invitations and managing RSVPs, organizing and printing nametags, reception duties at event, etc.)

Other Program Support

- Scheduling meetings for leadership team. On occasion attending meetings and taking minutes.
- Travel arrangements
- Timesheet coordination and reporting
- Other duties as required

Minimum Requirements

- Completion of a post-secondary diploma or degree in Administration and/or Human Resources or equivalent;
- Minimum five (5) years administrative experience;
- Interest, ability and comfort in working in a function that requires the development of processes and procedures;
- Ability to function within a complex, multi-faceted and highly demanding work environment that favors an open and consultative communication style;
- Capacity to work both independently and as a strong team player, demonstrating flexibility, adaptability and responsiveness;
- Ability to set priorities, to act decisively and to exercise a high degree of initiative, diplomacy and judgment on a wide range of issues, especially when dealing with confidential matters;
- Superior skills in building and maintaining productive and supportive working relationships, and dealing with others in a professional and respectful manner;
- Proficient in using MS Office (Microsoft Excel, Word, Power Point and Outlook), database software and graphics programs for technical illustrations (e.g. CorelDraw or Adobe Illustrator);
- Ability to manage multiple projects and priorities;
- Ability to support senior leaders in multiple locations;
- Exceptionally organized with superior attention to detail;
- Ability to foster a positive atmosphere in which people are confident and motivated.
- Experience with Board Governance is considered an asset.

Core Competencies

- Able to work effectively with internal and external teams (including clients as well as with domestic and international academic researchers) to understand their requirements and constraints.
- Able to effectively communicate information to technical and non-technical audiences.
- Client-focused with appropriate communication and diplomacy skills.
- Familiarity with industrial, government and academic cultures and processes.
- Strong communication skills (both written and verbal) with an ability to communicate information through various media.
- Superior organization and planning skills.

- Attention to detail and high level of accuracy.
- Excellent interpersonal skills.
- Able to troubleshoot and solve problems in the field.

Key Relationships

This position:

- Reports to the President & CEO
- Acts as executive assistant to the President & CEO
- Supports the senior leadership team
- Supports the CMC Board of Directors and its Committees
- Interacts with all staff
- Interacts with a wide range of CMC's external stakeholders

Working Conditions

- Work normal business hours but may be required to do some work in the evenings or outside normal working hours.
- Able to work on a computer for long periods of time.
- Availability to work remotely as well as in a busy, open area office which may result in interruptions.
- Required to spend long hours concentrating which will require attention to detail and high levels of accuracy.
- Required to meet a number of deadlines and occasionally work under pressure, which may cause stress.

Are you interested in applying? Send your resume and concise cover letter to admin@cmcghg.com with the subject: Executive Assistant.