

EXECUTIVE ASSISTANT

On behalf of our client, Conwest Contracting, we are searching for an Executive Assistant to join their team. In 1985, after years of working for their father, the Marinelli siblings founded Conwest Contracting to further build on their family tradition of working hard and forging strong business relationships. Over the years, they have expanded Conwest significantly and today it is one of the leading specialists in civil contracting, earthworks, and infrastructure contractors in British Columbia. With over 100 employees, Conwest offers unique insight and attention to detail in all their services, whether working on a straightforward site preparation or complicated specialty projects. Conwest has the experience, specialized machinery, knowledge base, and entrepreneurial attitude that allows them to deliver on a variety of projects, including large, complex projects.

Reporting to the Principal, the Executive Assistant will provide support to two executives and support a broad range of administrative functions, while acting as the primary point person to coordinate executive schedules, correspondence, travel, and internal communications. This is an exciting and dynamic position for someone who knows how to get things done. The Executive Assistant is a trusted partner who maximizes the executives' time by ensuring they have the right information and resources at the right time and provides support on highly confidential matters. You are an extremely organized individual, who can build effective relationships and is trusted to work proactively with executives. The ideal candidate will have several years of experience as an executive/administrative assistant, excellent organizational and time management skills, and be extremely proficient at solving problems.

Key Responsibilities:

- Respond to a wide range of general and confidential inquiries, manage multiple calendars, and schedule meetings and appointments.
- Provides comprehensive technical support and ensures executives can use and access their technology without issues.
- Maintain an accurate list of outstanding tasks and ensure follow up and completion in a timely manner.
- Plan and coordinate a wide range of events including company socials and corporate gatherings.
- Maintain effective office systems and procedures, including making informed decisions about purchases, implementing new office procedures; work directly with suppliers to negotiate new supply costs quarterly.
- Arrange and manage travel needs and itineraries.
- Work with key stakeholders, committees, and ad hoc personnel for fundraising and other events.
- Attend events with the Conwest team, when necessary.
- Sign off on statutory declarations as required.
- Provide support and assistance to ensure executives can operate effectively.
- Maintain, organize, and file a variety of documents, including time-sensitive and confidential documents.

- Attend department meetings, taking comprehensive notes to record minutes to provide to the leadership team.
- Maintain a high degree of confidentiality regarding issues concerning members of staff and stakeholders.
- Oversight of reception and administrative/office management duties.
- Other duties as necessary.

Skills & Qualifications:

- Minimum 5 years' experience as an Executive Assistant or similar administrative role.
- Diploma in Business Administration or other relevant fields considered an asset.
- Experience working in the construction or real estate industry such as a general contractor, subcontractor, or developer would be considered.
- Demonstrated knowledge and practices of managing an office for senior executives.
- Advanced written and verbal communication skills, ability to draft precise and effective written communications, and edit correspondence and reports.
- Experience managing difficult situations with judgment, discretion, and diplomacy.
- Advanced computer skills (MS Outlook) and the ability to manage multiple calendars.
- Excellent time management skills and ability to prioritize and re-prioritize on short notice.
- Extremely organized and attentive to details.
- Ability to effectively manage and prioritize a varied workload while ensuring all deadlines are met.
- Possess high levels of personal integrity, trustworthiness, and emotional intelligence.
- Ability to always complete assigned responsibilities with special attention to ethics and confidentiality.
- Exceptional interpersonal skills and ability to work well with a diverse group of internal and external stakeholders, while fostering strong working relationships.
- Proactive and enthusiastic about delivering positive results.
- Possess a "get it done attitude".

The ideal candidate will be a trustworthy and dependable individual with a demonstrated background in supporting an executive leader and understands the foundations of a successful working relationship. You are a take-charge professional who is not afraid to have difficult conversations and has the emotional intelligence to make good decisions.

If you are interested in learning more about this exciting opportunity, kindly forward your resume to Linda.Beaudry@clearchoicehr.ca. We thank all interested applicants, however; only those selected to move forward will be contacted.