



## **Executive Assistant**

### **Summary of Position**

The candidate provides a full range of high-level administrative support and co-ordination for the President & CEO, Executive Vice President, Vice President of Finance, Manager of Human Resources and Board of Directors. The candidate will be responsible for exercising initiative and judgment in handling routine and confidential materials/inquiries in all areas. Works under general supervision; considerable co-ordination and time management skills required.

### **Responsibilities**

- ➔ Composes routine correspondence and memoranda, maintain appointment schedules, schedules meetings, etc.
- ➔ Co-ordinate meetings and special functions.
- ➔ Responsible for accurate minute taking and transcribing with timely issuance of bi-weekly Management Meeting notification.
- ➔ Liaise between President & CEO – ETI and ETL and Management Team; research and formulate information for project meeting deadlines.
- ➔ Co-ordinate the President's travel arrangements: prepare detailed itineraries and agendas and prepare documentation for business meetings.
- ➔ Organize mail, phone and fax messages, screen all incoming calls..
- ➔ Prepare and co-ordinate certificates of insurance, correspondence and maintenance log of insurance certificates.
- ➔ Administration and preparation of insurance claims.
- ➔ Follow up on behalf of Vice President of Finance with insurance brokers, bankers, auditors, tax authorities, management, etc.
- ➔ Administration of company leases and maintenance agreements.
- ➔ Receive and take action of all inquiries relating to employment solicitation, confirmation, screening, benefits, termination, etc.
- ➔ Maintain filing systems, confidential personnel filing, maintain highly confidential information.
- ➔ Co-ordinate and prepare Board of Directors and Shareholder meetings; prepare agendas, arrange meeting facilities and co-ordinate materials and displays).
- ➔ Liaise with the Managing Director of Eco-Tec (Europe) on confidential matters, company agreements, etc.
- ➔ Responsible for the administration of corporate agreements; (Confidentiality, Distributor, Representative, etc.), track expiry date and produce quarterly summaries.
- ➔ Gather, organize and file documentation on companies' legal matters. Maintain corporate minute books.

## Requirements

- ➔ Two (2) year Community College, Business or Administrative.
- ➔ 5 – 8 Years related work experience.
- ➔ Demonstrated skill in composition and proofreading, including expert command of English grammar, accuracy, punctuation and spelling.
- ➔ Organizational, record-keeping and detail oriented skills a must.
- ➔ Intermediate skills working with MS office and Intranet.
- ➔ Experience and competent in using a variety of office equipment (telephone systems, copier, telefax machines).

Interested candidates can visit our website at [www.eco-tec.com](http://www.eco-tec.com) and apply on-line. We thank all applicants for their interest; however, only those being considered for an interview will be contacted.