

Executive Assistant

Company Overview:

Barnacle Systems is an award-winning marine electronics innovator with a waterfront office in Victoria, BC. At the heart of our mission lies the ambition to "re-invent how people check on their boats", safeguarding recreational and government vessels alike. As we stride forward in our venture, we're also deeply committed to environmental protection, taking the lead against the risks posed by abandoned boats. Our commitment to innovation, quality, and customer service sets us apart in the marketplace. As part of our vibrant team, you'll step into a world where every voice is cherished, and every perspective contributes to the tide of innovation.

Job Summary:

The **Executive Assistant** will play a pivotal role in providing high-level administrative support to the CEO and COO, ensuring seamless operations across multiple business functions. This dynamic role requires a highly organized, detail-oriented, and proactive individual who thrives in a fast-paced environment. The successful candidate will manage executive calendars, organize travel and logistics, handle critical documentation, and provide coordination for events such as trade shows and team meetings. The position demands excellent communication skills, an ability to manage multiple tasks concurrently, and the discretion to handle confidential information appropriately.

Key Responsibilities:

Administrative Support:

- Provide dedicated support to the CEO and COO, including managing calendars, scheduling meetings, and preparing relevant documents.
- Arrange and manage complex travel itineraries, including flights, accommodation, and ground transportation for the BRNKL team.
- Oversee the coordination and preparation of board meetings, leadership meetings, and staff meetings, ensuring all required materials are provided in advance.
- Handle incoming and outgoing correspondence on behalf of the executive team, ensuring prompt and professional communication.
- Prepare reports, presentations, and documents as required, ensuring accuracy and timely delivery.
- Manage end-to-end shipping logistics for customer orders, ensuring timely and accurate delivery while coordinating with suppliers, carriers, and customers to resolve any logistical challenges.

Event and Project Coordination:

- Plan, coordinate, and manage logistics for company events such as trade shows, executive offsite meetings, and internal gatherings.
- Manage all aspects of trade show participation, including booth organization, shipping of promotional materials, and coordination with event organizers.
- Oversee key corporate projects from inception to completion, working with cross-functional teams to ensure deliverables are met on time and within scope.
- Organize and manage shipments, ensuring timely deliveries and accurate tracking for both domestic and international shipments.
- Assist with ad-hoc projects and tasks that require an executive-level perspective or involvement.
- Some domestic and international travel may be required.

Communication and Liaison:

- Act as the primary point of contact for internal and external stakeholders, maintaining professionalism, discretion, and confidentiality at all times.
- Draft, proofread, and edit internal and external communications, including memos, emails, reports, and presentations, to ensure clarity and a professional tone.
- Serve as a liaison between executives and key partners, including clients, vendors, and business associates.
- Prepare and distribute dealer and consumer newsletters in alignment with company brand standards, as needed.

Office Management and Process Improvement:

- Assist with general office management duties, including organizing office supplies, coordinating facility maintenance, and overseeing office budget and expenses.
- Identify opportunities to streamline administrative processes and improve operational efficiency for the executive team and broader organization.
- Maintain and manage confidential files and records, ensuring that all documentation is organized and accessible for quick retrieval.
- Support executives with personal tasks as required, maintaining confidentiality and professionalism.

Required Experience and Abilities:

- Proven experience as an Executive Assistant, Administrative Assistant, or in a similar role supporting executive teams with the demonstrated ability to manage complex schedules, coordinate high-level meetings, and prepare relevant materials proactively.
- Experience coordinating complex travel arrangements, including multi-stop itineraries, accommodations, and ground transportation.

- Proficiency in Microsoft Office Suite (Word, Excel, PowerPoint, Outlook) and collaboration tools such as Zoom, Teams, or Google Workspace.
- Exceptional organizational and time-management skills, with the ability to manage multiple tasks and deadlines in a fast-paced environment.
- Excellent written and verbal communication skills, with attention to detail and accuracy.
- Strong interpersonal skills, with the ability to work independently and as part of a team.
- High level of discretion and confidentiality in handling sensitive information.
- Valid drivers license and ability to drive a company vehicle as required.
- Valid passport.

Preferred Qualifications and Experience:

- Experience in event planning and coordination is desirable.
- Experience in a fast-paced startup or technology company environment is a plus.
- Bachelor's degree in Business Administration, Communications, or a related field is an asset.