



POSITION DESCRIPTION

Title: Executive Assistant
Department: Executive
Reports to: President and CFO
Supervises: N/A
Position Classification: Exempt Non-Exempt Hourly
 Full Time Part Time

Primary Objectives:

Reporting to the President and Founder and the CFO, the Executive Assistant is a key component in ensuring success for the Executive Team and contributes to the success of the company. This position is responsible for the seamless coordination of all day-to-day activities on behalf of the President and the Executive Team – including providing executive support and managing personal tasks and errands.

Essential Responsibilities and Duties:

Executive Assistant to the President and the Executive Team:

- Provides comprehensive administrative support to the President, including calendar management, meeting coordination, correspondence, and document preparation
- Serves as a primary contact, managing communications and ensuring a smooth workflow for daily operations
- Coordinates travel for the President and the Executive Team
- Manages personal errands, including online shopping, household management, coordinating family travel, and booking personal appointments (e.g., health, wellness, and events)
- Coordinates personal events, including family vacations, celebrations, and social gatherings
- Personal budget tracking and expense reporting and ensures timely payments and reconciliations
- Liaises with internal teams and external contacts to prioritize the President's time and projects.
- Returns all phone calls and e-mails in a timely and efficient manner
- Coordinates with staff and contractors
- Documents all stakeholder communication

Qualifications:

- Proven experience in an Executive Assistant, Personal Assistant, or Office Manager role, with a minimum of five (5) years of experience supporting a senior leader in a fast-paced environment.
- Related post-secondary education is preferred.



ABSTRACT

developments

- Financial acumen is required with a proven ability to maintain personal budgets, banking, and accounts payables for personal accounts.
- Tech savvy with strong proficiency in MS Office and Office 365, and a desire to utilize the latest office technologies to improve efficiencies.
- Basic legal knowledge (e.g. reviewing contracts or coordinating with legal teams) would be an asset.
- A vehicle and current driver’s license is required.

Skills and Attributes:

- Demonstrated ability to multitask, prioritize daily workloads, and work in a self-directed manner
- Outstanding organizational and time management skills
- Excellent verbal and written communications skills
- A proactive, problem-solving mindset, with the flexibility to adapt to changing needs.
- Demonstrated ability to exercise discretion and confidentiality

Limitations & Disclaimer:

The above position description is meant to describe the general nature and level of work to be performed by the individual in the position. It is not intended to be construed as an exhaustive list of all knowledge, skills, abilities, responsibilities, duties, physical job demands, and working conditions associated with the position.

Revision Date: 2024 10 16	Approved by: Title:	Approved by: Title:
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