

Administrative Assistant
Full-time, Permanent
Woodstock, ON

Are you an experienced Administrative Assistant who:

Thrives in a dynamic and multi-functional administration role?

Finds a sense of satisfaction in providing organization and support that is key to meeting company objectives?

Wants to be part of a company that has a great corporate culture with strong values and active community participation?

About This Opportunity:

The primary responsibility of the Administrative Assistant is to provide exceptional administrative support and coordination of services to members of the executive and management teams. The Administrative Assistant is a key and trusted employee that has access to confidential and highly sensitive information. The Administrative Assistant partners with other support employees to offer a consistent and coordinated level of support to the executive and management team.

The incumbent must be flexible and comfortable with frequently changing circumstances and arrangements.

Position Details:

- Full-time permanent position
- Located in Woodstock Ontario
- Hours are Monday to Friday 8:30 AM to 5:00 PM
- This is a hybrid work opportunity where you will work from home but also from the Woodstock office as required by the business

Responsibilities include, but are not limited to:

- Manage and maintain schedules and logistics pertaining to booking appointments, scheduling, coordinating and preparing meetings, information gathering, etc. Be available to assist with any needs or last minute changes.
- Plan all aspects of a variety of meetings including employee one on ones; department, management, Town Hall, customer and supplier. Assist with presentations as required.
- Create meeting agendas and action assigned items from meetings as needed, and distribute meeting minutes. Follow up on deliverable items or project status.
- Coordinate with a variety of contractors to maintain Execulink facilities
- Create reporting for use by the executive and management teams
- Prepare corporate documents and maintain the contract database
- Distribute and file correspondence and other documentation
- Plan travel schedules and make travel arrangements – flight, hotel, car reservations and prepare itineraries, maintain travel schedules and details in calendars
- Assist with any ad hoc deliverables or project work as required

Required Qualifications and Abilities:

- Post-Secondary Education
- Previous administrative experience is a key asset for this position

- Previous experience supporting finance or accounting leaders would be beneficial
- Highly proficient with Excel, Powerpoint, Sharepoint, Microsoft Teams, and other relevant software programs as they pertain to the business
- Maintain the highest level of confidentiality and professionalism when interacting with employee, management and the public at all times
- Proactive thinking, excellent planning and organizational skills
- Strong time management skills, and abilities to prioritize deliverables and schedule accordingly
- A self-starter and team player
- Efficient problem solving skills
- Effective written and verbal skills to communicate with all levels of the organization
- Demonstrated proficiency with composing correspondence, managing information, organizing and scheduling the executive's calendars
- Demonstrated confidence when dealing with external executives and managing external relationships
- Able to take the initiative to respond to or deal with situations when appropriate
- Valid Class G Driver's License and access to reliable transportation
- Proof of COVID-19 vaccinations as approved for use by Health Canada is required prior to first day of employment

What We Offer

- Competitive compensation package
- Comprehensive benefits package including medical, dental, vision, retirement savings, health & wellness program, employee discount plan, tuition reimbursement program & interest free computer loans!
- A rewarding, challenging, and fun place to work and all the benefits that go along with it.

How to Apply

- In your cover letter tell us why you think you would excel as a member of our leadership team!
- Submit your cover letter and resume in confidence to work@execulinktelecom.ca

About Us

At Execulink Telecom, the largest locally owned independent telecom company in Southwestern Ontario, our only goal is to enhance your lifestyle at home, work and play. As we grow rapidly, we have an unwavering commitment to continue to build a positive team, with a friendly, family spirited approach. The selection of exceptional talent is important to us! When you join Execulink, you're joining a team that's focused on not only providing an AWESOME experience to our customers, but to our employees as well. We live and breathe our Mission, Vision and Values, and are searching for individuals who are excited to contribute and do the same!

Execulink Telecom is an equal opportunity employer that is committed to inclusive, barrier-free recruitment and selection processes. If contacted for an employment opportunity, please advise Human Resources if you require accommodation.