



**Executive Assistant
Full-time, (4 Month Contract)
Woodstock, ON**

You deserve an awesome career! At Execulink, you'll join a team of talented individuals supported by an organization committed to fostering your career development and growth. As we rapidly grow, we continue our unwavering commitment to live and breathe our Vision, Mission and Values. While enhancing life at home work and play, we continue to grow our team with innovative individuals who are as excited about creating an awesome experience for our customers as we are!

***Are you an experienced Executive Assistant who
Thrives in a dynamic and multi-functional administration role?
Enjoys providing organizational support which is key to meeting company objectives?
Is seeking a great corporate culture with strong values and active community participation?***

The primary responsibility of the Executive Assistant is to provide exceptional administrative support and coordination of services to the Executive Team, primarily supporting the CEO and VP of Customer Experience. The Administrative Assistant is a key and trusted employee with access to confidential and highly sensitive information. The Executive Assistant partners with other support employees to offer a consistent and coordinated level of support to the executive and management teams. The incumbent must be flexible and comfortable with frequently changing circumstances and arrangements.

Position Details:

- Full Time, 4 Month Contract position
- Flexibility to work 32 or 40 hours per week, depending on your preference
- Hybrid Work opportunity based in our Woodstock Headquarters; enjoy the variety of working from home and working in office a minimum of 3 days per week as required by the business
- Regular work hours are Monday to Friday, 8:30 AM to 5:00 PM

You want to support a company you believe in

At Execulink, we live our Values. We build up our community by giving back through community donations that matter to you. Check out our [Humans of Execulink](https://www.execulink.ca/blog/tag/humans-of-execulink/) Blog to see why our employees love being part of this awesome team: <https://www.execulink.ca/blog/tag/humans-of-execulink/>

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 the Facilities Maintenance Technician as well as 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
- Support Privacy and Accessibility inquiries, documentation and reporting

- 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 executive leadership would be preferred
- 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
- Execulink requires successful candidates to complete a clear criminal background check

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 buildyourcareer@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.