



JOIN OUR TEAM!

EXECUTIVE ASSISTANT, Office of the CEO (full-time)

WESTMAN COMMUNICATIONS GROUP is seeking applications from energetic, highly motivated individuals to become part of our team. Westman is a successful, fast-paced and dynamic organization, with a positive, team-oriented work environment. We offer competitive compensation including a comprehensive and unique benefits package. Leverage your knowledge with a local technology leader.

What you'll be doing:

- Coordinates the President/ CEOs calendar, logistical requirements for on-site and off-site meetings and organizes travel itineraries, accommodation, and event registration arrangements. Prepares and submits expense reports through collating receipts, entering expense reports upon receipt.
- Prepare correspondence and presentation materials for executive use as well as general and administrative support including: make edits to and format documents, photocopying, maintaining an electronic filing system, mail sorting, telephone screening and drafting responses to semi-routine inquiries.
- Works closely with the Executive Team to support regular quarterly management reporting for board, ensuring meeting materials are gathered, edited, formatted and distributed in time and error-free.
- Prioritizes conflicting needs; handles matters efficiently, proactively, and follows through on projects to successful completion, often with deadline pressures.
- Exercise discretion in handling confidential information; and interact effectively with all levels of management, other departments, internal and external customers using tact and subtlety in all dealings.
- Anticipate issues and take appropriate action to ensure the most effective use of the President/ CEO's time; advise of upcoming priorities on a timely basis.
- Acts as the primary administrative support resource for the Board and its committees, supporting agenda creation, meeting material distribution and minute taking, as well as other ad hoc support/administrative activities as required.
- Involved in preparation, submission and management of the annual budgets for the Board and President/ CEO's Office. This includes processing various expenses and invoices payments.
- Organizes various corporate events, such as, Annual General Meeting, Year End Celebration, Seasonal Celebrations and various staff recognition events and giveaways.

What you'll bring:

- A minimum of five (5) years of related work experience in providing administrative and/or secretarial support to senior management and post-secondary certificate in Office Management, Office Administration, Business Administration or a related program with OR an equivalent combination of education and relevant experience.
- PowerPoint, Excel, SharePoint and OneDrive.
- A results-oriented individual who thrives in a fast-paced environment, takes accountability for their work while adhering to deadlines and can make decisions by exercising sound judgment.
- Excellent interpersonal and communication skills, both verbal and written.
- Strong organizational skills with a proven ability to manage changing and competing priorities while being proactive in anticipating needs.
- Demonstrated business professionalism, proven ability to handle confidential information and appropriate handling of sensitive information.
- High level of attention to detail, accuracy, and follow-up is required.
- Highly innovative and creative thinker with the ability to resolve complex issues.
- Flexibility to be available outside of normal work hours to provide support on urgent matters or to meet tight deadlines is a must.
- Proven research and analytical skills.
- Coordinates and manages special projects and events as required.

Deadline for applications: NOON, Monday, March 29, 2021

As an equal-opportunity employer, we encourage applications from all qualified individuals. While we thank each applicant for their interest, only selected candidates will be contacted.

When applying for this position, *please reference the position title in the subject line and/or the body of the e-mail and/ or cover letter.*

Please submit your cover letter and resume to:

Sonia Cole

E-mail: hr@westmancom.com



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westmancom.com
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