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Phone: 204-857-3415  
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749 Saskatchewan Ave E  
PO Box 340 Stn Main  
Portage la Prairie MB R1N 3B8



*Facing the storm with you*

Portage Mutual Insurance is seeking an organized and self-motivated individual to join our team in a full-time position as our **Executive Assistant**. The successful candidate will support our executive team by managing business-related tasks such as creating reports, organizing travel and accommodation, taking minutes, and other organizational duties. To be successful in this role, the candidate should possess a detailed understanding of the full Microsoft Office suite, be adaptable, and have experience as an executive or administrative assistant. This role is eligible for a hybrid work environment; however, attendance in the Portage la Prairie Head office will be required on a semiregular basis, including anytime in-person meetings are taking place.

The Executive Assistant will *primarily* provide high-level administrative support to the President & CEO (CEO) and executives of the company.

**Responsibilities:**

- Provides high-level administrative support and assistance to the CEO, executives of the company and/or other assigned leadership staff.
- Performs administrative tasks including drafting reports, memos, letters and other confidential documents.
- Performs research and prepares documents for the board of directors, committees and executives.
- Schedules and performs logistics thereon for meetings of directors and executives.
- Attends meetings of directors and executives, taking notes and accurately recording minutes.
- Arranges travel and accommodations for directors and executives.
- Receives and distributes communications on behalf of the CEO, reviews confidential information, summarizes and prioritizes as appropriate thereon.
- Provides other general administrative support as assigned by executives.
- Performs additional duties as assigned by executives.

**Required Skills:**

- Excellent verbal and written communication skills.
- Exceptional organizational skills and attention to detail.
- Excellent time management skills and ability to meet deadlines.
- Adaptable with a “thrive mindset” and ability to work in a fast-paced changing environment.
- Extremely proficient with Microsoft Office Suite (specifically Word, Excel, PowerPoint and Teams) with the ability to learn new or updated software.
- Proven experience as an executive assistant or other relevant administrative support role.

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*At Portage Mutual Insurance, we believe our people are the key to our company's success and they are our #1 priority. We take pride in offering each of our employees a variety of company benefits that are competitive in today's market, as well as our commitment to continual improvement in providing you with an opportunity to enjoy a challenging and rewarding work environment.*

**Benefits include:**

- Competitive Compensation Package
- Health, Dental and Group Life Insurance Coverage
- Professional Development Opportunities
- Company Pension Plan
- Accumulation of paid personal time off in addition to vacation time.

***Successful applicants for this position must be “fully vaccinated” or provide routine proof of a COVID-19 negative test result. If individuals are invited for in-person interviews they will be required to provide proof of full vaccination or a negative test result taken within the last 48 hours. “Fully vaccinated” means that all recommended doses of an approved COVID-19 vaccine have been taken at least 14 days prior to the scheduled employment date.***

*Portage Mutual Insurance is committed to providing accommodations for people with disabilities during all phases of the recruiting process, including the application process. If you require accommodation because of a disability, we will work with you to meet your needs. If you are selected for an interview and require accommodation, please advise the HR representative who will consult with you to determine an appropriate accommodation.*

To apply for this exciting opportunity, please submit your resume by **March 19th, 2021** to our Human Resources Manager at [jash@portagemutual.com](mailto:jash@portagemutual.com)