



JOB TITLE: Executive Assistant

ABOUT NORTH ATLANTIC

North Atlantic is a province-wide leader in retail gas and convenience, residential, commercial, and wholesale fuels. For over 30 years, we've built our reputation on quality products, extraordinary service and community engagement. With our people first approach, North Atlantic looks for individuals who take initiative and dynamic personalities committed to fostering a strong team environment. We want people who are known for their positive attitude, authentic communications and personal drive. *Great people. Great products.* That's the North Atlantic difference.

For more information about the North Atlantic, please visit www.northatlantic.ca

Position Overview

The Executive Assistant will provide high-level administrative support to the president and other executive committee members. This position requires the ability to anticipate needs, organize information, and continuously improve processes. High levels of professionalism, confidentiality, attention to detail, and problem-solving skills are required.

The Executive Assistant will have the ability to exercise good judgment in a diversity of situations, with strong written and verbal communication, administrative, and organizational skills, and the ability to maintain a realistic balance among multiple priorities.

Duties and Responsibilities:

- Manage scheduling for company executives
- Draft, review and send communications on behalf of company executives
- Schedule departmental meetings; assist in the preparation and distribution of meeting materials
- Maintain confidential and sensitive information
- Answer and respond to phone calls, communicate messages and information to the executive team
- Prioritize emails and respond when necessary
- Coordinate travel arrangements
- Maintain various records and documents for company executives
- Arrange and co-ordinate seminars, conferences, and various office events throughout the year
- Assist the Executive Team in the development of presentations for internal and external audiences
- Routinely perform a wide variety of support duties
- Handle printing, faxing, mail/overnight packages, copying, filing, and email/messages
- Sort and triage mail; maintain e-mail and other address directories
- Prepare, reconcile, and submit expense reports



- Attend meetings and take notes of discussion; prepare the initial draft of minutes and summaries
- Complete a variety of special projects including creating PowerPoint presentations, financial spreadsheets, special reports, and agenda material
- Other additional and/or alternative duties as assigned from time to time, including supporting other departments or Executives as needed
- Other duties as required

Qualifications:

- Graduation from secondary school
- Three to five years' prior experience in supporting a senior executive or team
- Exceptional writing, editing, and proofreading skills
- Excellent organization and time-management skills
- Excellent written and verbal communication skills
- Excellent computer skills, including the Microsoft Office Suite

North Atlantic is committed to Employment Equity. Accommodations during the recruitment process are available upon request for candidates with disabilities.

We offer a competitive compensation and benefits package.

If you are a highly motivated team player, have the qualifications, and are prepared to meet the challenges as outlined, apply by submitting your resume and cover letter to careers@northatlantic.ca.

Candidates are encouraged to apply by **4:30 pm Thursday June 30, 2022**.