



JOB TITLE: Executive Assistant

ABOUT NORTH ATLANTIC

North Atlantic is a province-wide leader in retail gas and convenience, 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 communication 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 of North Atlantic and other executive committee members. The Executive Assistant plays a crucial role in optimizing workflow, managing relationships, and enhancing the effectiveness of the executive leadership team. This is a fast-paced, highly visible position that requires exceptional judgment, discretion, and organizational skills. 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:

- Proactively manage and maintain the President's calendar and ensure that the President is fully prepared for all meetings and engagements with relevant briefing notes
- Manage schedules for other executives as needed
- Act as the gatekeeper for internal and external contacts, including colleagues, clients and business partners
- Maintain a high degree of discretion and confidentiality
- Draft, review and send communications on behalf of president
- Schedule executive meetings, assist in the preparation and distribution of meeting materials, record meeting minutes for distribution
- Filter general information, queries, phone calls and emails to the President by redirecting or taking forward as appropriate
- Coordinate travel and accommodation for president and various members of executive team
- Provide executive-level administrative support, including organizing reports, documents and presentations, ensuring that confidential and sensitive information is handled appropriately
- Arrange and co-ordinate , meetings, seminars and training as required by the president or other executive



- Assist the Executive Team in the development of presentations for internal and external audiences
- Prepare, reconcile, and submit expense reports
- Attend meetings and take notes of discussion; prepare minutes and summaries
- Other additional and/or alternative duties as assigned from time to time, including supporting other departments or Executives as needed
- Routinely perform a wide variety of support duties
- Other duties as required

Qualifications:

- Post secondary diploma or degree in office administration or related field
- Three to five years' prior experience in supporting a senior executive or team
- Exceptional attention to detail and organizational skills
- Ability to handle multiple priorities
- 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 **4:30pm on May 18, 2025.**