

Executive Assistant

Collicutt Energy Services Corp. is seeking an Executive Assistant for our Red Deer Head Office location. Reporting directly to the President and Vice President, this position requires an individual with a polished and professional demeanor, exceptional verbal and written communication skills, tact and diplomacy, ability to manage multiple deadlines and projects, strong organizational and analytical and problem solving skills.

The successful candidate will demonstrate a track record of achieving results through teamwork, and be responsible for:

- Providing full and proactive administrative support for the Executive team
- Managing and maintaining schedules, calendars, meetings, and appointments
- Providing day to day executive administrative support including: drafting emails and letters as required, photocopying and filing
- Taking care of travel arrangements and booking details ensuring the most cost-effective and efficient travel times are utilized
- Conserve executive's time by reading, researching, and routing correspondence; drafting emails, letters and documents; collecting and analyzing information
- Preparing and distributing agendas and minutes for leadership meetings
- Managing contracts
- Keeping contact database current and up to date
- Overseeing social media for Collicutt, such as LinkedIn, Facebook, Twitter, etc.
- Administrator and maintain corporate forms and document control
- Organizing Town Hall meetings on quarterly basis and assist Social Committee with organizing other corporate events
- Reconciling and submit expenses as per corporate guidelines
- Overseeing basic office duties, such as the appearance of common areas, coordinating meetings, etc.
- Some Personal Assistant duties may be required
- Assisting other departments as required
- Other duties as assigned

Qualifications:

- Diploma in Office Administration preferred
- 5+ years of experience providing executive administrative support
- Effective time management, including the ability to anticipate and deal with the effects of change
- Proficient computer skills and high proficiency with MS Office Suite
- Forward thinking and motivated individual who will take initiative
- Strong organizational skills with the ability to work in a high paced, results oriented environment
- Attention to detail and accuracy
- Advanced knowledge of cellular phones, laptops, printers and related devices
- The ability to work independently with minimal supervision
- The ability to meet and set realistic and achievable timelines
- High level of initiative and decision-making skills
- Excellent communication skills - both written and oral
- Excellent interpersonal skills in both one-on-one and team environments
- High standards of ethics and confidentiality to handle sensitive information

The potential for success with our expanding, progressive, privately owned business is unlimited. We recognize our team members as individuals, and consider mutual RESPECT to be the key to building a cohesive, productive Team.

We offer a comprehensive compensation package including: solid group benefits, EAP Program, RRSP matching, referral bonus, course reimbursements and access to world class medical specialists through our unique Best Doctor's program.

Please submit your resume in confidence, along with your salary expectation, and availability date.

*No One Gets Hurt ~ We Are Like a Family ~ Do What's Right ~ Do What You Say ~
~ It's Fun to Win ~ Finding a Better Way*

