

*Quantiam is an innovative and growing advanced technology company located in the Edmonton Research Park in South Edmonton. We are seeking a highly motivated, hard-working and energetic employee with a great attitude and very strong work ethic to work in a high-paced, multi-disciplinary environment.*

**Position/Title:** Executive Assistant / Sr. Executive Assistant

**Competition #:** 1000-13

**Salary Range:** \$55,000 - \$70,000 per year (Salary - depending on experience) with a Competitive and Comprehensive Benefits Package.

**Experience:** Must have 5-10 years hands-on experience in a progressively administrative support role in a Corporate environment supporting senior level professionals.

**Education:**

- Minimum, a Diploma or Certificate in Office/Business Administration. A University degree or some university training in an appropriate discipline would be very beneficial.

**Specific Skills (Technical and Behavioural)/Training/Background Required:**

- **Strong work ethic** with demonstrated reliability and accountability; punctual, flexible in meeting deadlines, and strong attendance; extremely reliable and trustworthy.
- **Able to work independently** supporting senior staff showing high initiative and self-motivation and requiring minimal supervision. Very flexible/adaptable and a quick learner.
- **Proactive approach** with exceptional time management skills. Able to assess and develop work priorities in a fast paced environment.
- Able to work with and handle confidential information in a professional and discreet manner.
- **Advanced level proficiency** with Microsoft Office applications, primarily with Word and PowerPoint. A minimum of Intermediate proficiency level with Excel and Outlook, and with Adobe software. Capable of maintaining updates to website and social media. Microsoft Office testing required.
- **High attention to detail is a must.**
- Interest/experience in managing Contracts and Legal Matters would be an asset.
- **“Go-to” point person** for function/group with a focus on support for senior staff inclusive of Managers, Sr. Managers, Directors and C-level staff.
- High level command of English with strong grammar skills.
- Experience with compiling and formatting large and complex technical and legal documents, and proposals. Experience with writing, editing and proofreading of complex documents.
- Ability to take direction to meet customer needs across a broad range of disciplines and cultures. Organized and capable of prioritizing and multitasking and able focus on the tasks-at-hand.
- Good math skills.
- Excellent communication and teamwork skills. Must be patient and overall a good listener.

**Brief Job Description of Responsibilities/Duties of this Position:**

*Support C-level/Directors/Senior Managers to ensure the smooth flow of information with day-to-day activities, strategic initiatives and changing priorities, which include but are not limited to:*

- Main Administrative support to Corporate C-level/Directors/Senior Managers. Excellent growth opportunities with demonstrated skills and capabilities.
- Provide Senior Administrative support to all other areas as may be required without hesitation.
- Manage preparation of confidential correspondences for meetings, follow-up and monitoring of action items.
- Independently compose and edit letters, memos, e-mails and presentations of a routine nature.
- Supports various projects/tasks/activities to achieve the desired business outcomes.
- Keeps abreast of key deliverables and advises of upcoming deadlines.
- Maintains organized physical and electronic filing systems to ensure that business and operational reports, forms, filings, and other business documentation are readily available.
- Manage compilation and completion of large scale reports of various complexities.
- Assist Finance Group as may be required with administrative support.
- Support administratively the shipping function, both outgoing and incoming.
- Other duties as assigned to ensure the function/group runs smoothly.

**COVID-19: All employees are to provide proof of FULL vaccination (as defined by Health Canada and Alberta Health Services) for the safety of all of our Staff and Visitors.**

Please forward your cover letter and resume in one (1) Word or PDF document by January 31, 2022:

Attention: Human Resources

1651 – 94<sup>th</sup> Street NW, Edmonton, AB T6N 1E6

Email: [careers@quantiam.com](mailto:careers@quantiam.com)

*We thank all applicants in advance for their interest; however only those individuals selected for an interview will be contacted.*