

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 a strong work ethic to work in a high-paced, multi-disciplinary environment.

Position/Title: **Executive Assistant / Sr. Executive Assistant**
PART-TIME/FULL-TIME (flexible; min 0.5 FTE with good growth potential)

Competition #: 1000-09

Salary Range: \$50,000 - \$75,000 per year (*Salary - depending on experience*)
\$24.00 – \$36.00 per hour (*Hourly - depending on experience*)
plus a 0-to-24% Performance Bonus; and
a Competitive and Comprehensive Benefits Package.

Experience: Must have 3-10 years hands-on experience in a progressively administrative support role in a Corporate environment supporting senior level professionals that include Senior Managers/Directors/C-level.

Closing Deadline: until filled

Education:

- Minimum, a Diploma or Certificate in Office/Business Administration; a University degree or some university training in an appropriate discipline would be beneficial.
- Interest/experience in Legal matters, Business Development or Marketing & Sales would be an asset.

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

- **Able to work with and handle confidential information in a professional and discreet manner.**
- **Strong work ethic** with demonstrated reliability and accountability; punctual, flexible in meeting deadlines, and strong attendance; extremely reliable and trustworthy.
- **Must have strong hands-on computer skills** with Advanced level proficiency with Microsoft Office applications, primarily with Word and Excel. Intermediate proficiency level with PowerPoint and Outlook, and Adobe software.
- **High attention to detail is a must.**
- High level command of English with strong grammar skills. Good math skills.
- Experience with compiling and formatting large and complex technical and legal documents, and proposals. Experience with writing, editing and proofreading.
- Self-starter, highly motivated, very flexible/adaptable and a quick learner.
- Organized and capable of prioritizing and multitasking.
- Proactive approach with exceptional time management skills.
- Ability to work under tight timelines and balance multiple and varied projects accordingly.
- Excellent memory and organizational skills.
- Self-starter, highly motivated, very flexible/adaptable and a quick learner.
- Able to focus on the task-at-hand among distractions.
- Excellent communication and teamwork skills. Must be patient and overall a good listener.
- Ability to take direction to meet customer needs (internal and external).

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.
- 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; responsible for compiling and editing reports and presentations in a timely manner and high accuracy.
- 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.
- Review, track and manage and pre-screen incoming phone calls as needed.
- Scheduling of meetings and co-ordination of travel arrangements (accommodation, flights, vehicles, etc.).
- Complete expense reports and other related duties as assigned and required.
- Able to lead projects/tasks/activities of various complexities.

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

Please forward your cover letter and resume in one (1) Word or PDF document by March 29, 2019:

Human Resources
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