

Executive Assistant

This position requires the ability to communicate effectively and to prioritize projects. The Executive Assistant will work with the Office Administrator, Executive Staff and the Corporate Accountant.

The qualifications for this position are:

- Excellent verbal and written communication skills
- Above average computer skills
- Superior organizational skills
- Above average problem-solving skills
- The ability to work in a professional environment
- The ability to handle confidential and sensitive information

The primary responsibilities for the Executive Assistant will include, but are not limited to:

- Scheduling meetings and appointments
- Managing calendars
- Answering calls for executive staff
- Coordinating and planning meetings and appointments
- Preparation of documents and contracts
- Planning and execution of special projects for the executive staff
- Planning of travel arrangements
- Industry related research
- Development of executive summaries
- Execution of business development programs

This primary function of this position is to provide support services to the executive staff and requires maturity, sound judgment, responsibility and exceptional character.