



Executive Assistant

(14-month term)

Winnipeg, Manitoba

Benefits of the organization:

- Competitive Compensation
- Great Benefits
- Growth Opportunities

About [Custom Helicopters](#)

Since 1977, Custom Helicopters has grown into one of Canada's preeminent helicopter service providers, serving many industries, with a fleet of more than 30 helicopters.

How to Apply:

Please apply online at www.jobs.peoplefirsthr.com or by emailing your resume (on MS WORD format) in confidence to Erika Recksiedler erecksiedler@peoplefirsthr.com. For further information about this career opportunity, please feel free to contact Janelle Robin at (204) 938-4034.

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

Our client Custom Helicopters is looking for an Executive Assistant, for a 14-month term position. Reporting to the President & CEO, the Executive Assistant is responsible for a wide variety of administrative duties in support of the President & Chief Executive Officer (CEO), other executive and senior management members, and the organization. Duties include, but are not limited to arranging travel plans, meeting minute-taking and distribution, scheduling appointments and drafting both internal and external correspondence. The Executive Assistant is also required to maintain confidentiality and professionally interact with employees, management, and the public.

As the Executive Assistant, you will:

- Support the Executive with day to day needs and various administrative and office tasks.
- Provide direct administrative and office management support to all members of the executive team, as directed.
- Support the Executive with incoming and outgoing communications, including emails, phone calls, reports, and internal correspondence
- Maintain the work schedule and calendar of the President & CEO, including adding events, booking/rescheduling appointments and providing daily briefings, including task management.
- Review all documents, reports, and correspondence prepared for executive signatures for format, content, grammar, spelling and make edits as necessary.
- Conduct and prepare draft reports, background documentation, and research on various topics.
- Support the Executive through involvement in company projects, administrative contracts.
- Coordinate logistics of executive team programs including meetings, seminars, workshops, special projects, and events, as well as social functions.
- Prepare travel schedules, book travel arrangements, and make reservations for senior management and executive staff.
- Complete expense reports, submit for payment invoices, and other related duties.
- File of documents, create meeting agendas, generate meeting minutes, and prepare and review presentations.
- Present a positive and professional image of the executive office to all visitors, suppliers, inquiries, and other persons.
- Maintain a high degree of discretion and confidentiality.
- May perform other duties as assigned

You and Your Experience:

- Post-secondary education in business administration, or another related field is preferred, with two (2) years of related experience. A combination of education and experience may be considered.
- Proficient computer abilities; including Microsoft Office (Word, PowerPoint, Excel, and Outlook), and other mobile technologies.
- Excellent communication and interpersonal skills with the confidence to influence internal stakeholders and external bodies.
- Proven planning, organizational, and time management skills, with the ability to multitask.
- Ability to conduct research and create reports or presentations.
- Self-starter with exceptional attention to detail and strong knowledge of office procedures and practices.
- Skilled to handle sensitive information with discretion.
- Quick learner with the ability to work in a fast-paced environment, remaining resourceful and flexible.
- A valid Driver's License is required.