



EXECUTIVE ASSISTANT

EQUS was founded on the co-operative spirit. Our core values of Quality, Responsibility, Respect, Knowledge and Community define the attitude that our teams bring to work every day. Together we deliver quality electrical services to rural Alberta.

EQUS is seeking an Executive Assistant provides comprehensive administrative support to EQUS' Operations Group Leader (OGL) and Business Services Group Leader (BSGL).

Duties and Responsibilities

- Review and prioritize daily communications directed to the OGL and BSGL, including: emails, phone calls, correspondence, staff enquires, etc.;
- Co-ordinate appointments and manage calendars, understand priority items/issues and allocate OGL's and BSGL's time accordingly, assist with time tracking;
- Process general administrative tasks, including, but not limited to: filing (electronic and hard copy), photocopying/scanning, post department notes/documents to the Intranet, etc.;
- Finance-related administrative tasks including, but not limited to: monthly credit card reconciliation; budget tracking, reporting and forecasting; purchase order preparation;
- Draft monthly reporting, letters, presentations, etc. for review and approval by the OGL and BSGL;
- Coordinate Operations Group initiatives at the direction of the OGL and BSGL;
- Coordinate all travel arrangements for OGL and BSGL;
- Take minutes at designated meetings;
- Other related duties, as required and assigned.

Review and Approval of Work

This position reports to the Operations Group Leader (50%) and Business Service Group Leader (50%).

Qualifications

- Skilled in Microsoft Office Suite, with a particular emphasis on Microsoft Outlook and Excel;
- Highly developed written and verbal communications skills, including exceptional grammar and proofing ability;
- Strong organizational skills utilized for organizing calendars, scheduling meetings, prioritizing and filing of OGL and BSGL emails;
- Knowledge of and experience utilizing office technologies (including, but not limited to video conferencing and Smart Board technology);
- Well-developed interpersonal skills;
- Proven ability to organize and coordinate assigned work, including setting priorities and meeting deadlines with a minimum of direction;
- Demonstrated ability to maintain strict confidentiality.

Education and Experience

- Diploma in Office Administration and/or related experience;
- Experience providing support to an executive leader an asset;
- At least two years' experience working in a fast-paced office environment.

Compensation

EQUS strives to attract and retain highly skilled talent and expertise vital to our organization's success. We offer competitive wages, a comprehensive benefits package, and excellent opportunities for development and growth.

Power up your career by joining the EQUS team!

Submit your application to HR@EQUS.CA



The Employee Recommended Workplace Award recognizes excellence in achieving a healthy, engaged and productive workforce. It is the only award of its kind that is based entirely on feedback from employees.

EQUS would like to thank you in advance for your resume. It will be kept on file for 6 months from the date you submit it. EQUS REA LTD. (EQUS) collects only that personal information about job applicants that is needed to determine suitability for employment. The information will be used only for the purpose of evaluating that suitability. EQUS will not distribute your information to anyone else. After 6 months your application, and any personal information collected about you during the verification process will be destroyed.