



Executive Assistant to the CEO and Board of Directors

At C-CORE, we are committed to investing in people and creating a dynamic and rewarding employment experience. C-CORE is seeking an **Executive Assistant** to work with its highly skilled team of business professionals, engineers and scientists. If you are a self-motivated team player and committed to excellence, this may be your opportunity.

C-CORE conducts R&D and provides research-based advisory services, delivering innovative engineering and technology solutions to national and international clients. Over the past 43 years, we have built a world-class team of over 70 dedicated professionals, with a reputation for excellence in Remote Sensing, Ice Engineering, and Geotechnical Engineering. This position is located in our St. John's office.

Duties:

As an Executive Assistant, you will work with the CEO and the Executive team as well as serve as the Secretary to the Board of Directors. In this role you will be responsible for:

- Managing all aspects of the CEO's office, including scheduling, planning, stakeholder engagement, correspondence and travel;
- Coordinating, compiling and reviewing materials for Board and Committee meetings;
- Maintaining and following up on Board and Committee action lists;
- Coordinating with Board and Committee Chairs in preparing meeting agendas and minutes;
- Reviewing presentations, proposals and project reports for formatting, grammar and spelling to help ensure good quality;
- Maintaining the Board portal;
- Providing guidance to Executive and the Board in adhering to C-CORE's By-Laws and Terms of Reference established for Board Committees;
- Maintaining Executive team appointment schedules by planning and scheduling meetings and making travel arrangements where necessary;
- Maintaining corporate records including completing legal filings;
- Processing travel and expense claims; and
- Other duties as required

Qualifications:

The successful candidate will have completed a diploma in Business/Office Administration or equivalent along with at least 5 years of experience as an executive assistant/Board secretary. A strong attention to detail is required, along with being very proficient in the use of the Microsoft Office suite of tools and possessing excellent written and verbal communication skills. The successful candidate will be a proactive, self-confident individual with strong organization skills that can prioritize and manage multiple tasks in an efficient manner.

Location:

St. John's, Newfoundland

Salary & Benefits:

C-CORE is committed to investing in people and creating a dynamic, rewarding employment experience.

C-CORE offers competitive salaries and benefits, including attractive vacation & leave entitlements, a generous retirement savings plan and medical & dental plans. We also offer numerous opportunities for professional and personal growth.

Apply to:

Qualified applicants should forward their résumé electronically to: careers@c-core.ca. Please quote **Executive Assistant** in your application. For further information, please refer to C-CORE website (www.c-core.ca).

Deadline for Submission:

October 30, 2018

C-CORE thanks all those who apply; however, only those whose skills most closely match the position will be contacted.