

YOU'RE AN executive ASSISTANT DYNAMO

EXECUTIVE ASSISTANT, BRIDGEWATER BANK, DOWNTOWN CALGARY AB

In the Wild West of corporate life, you're Annie Oakley – a straight-shooter who can wrangle people, schedules and competing priorities with ease. You have a keen eye for detail, and thrive on a deadline, you make it all look easy. You aspire to an Oscar in a supporting role, elevating the performance of those around you. You believe in the power of a spreadsheet, have killer time-management skills, and count “to-dos” instead of sheep when you go to bed at night. We love that about you.

What moves you

- You adore the details. Sweating the small stuff is what you do best.
- You manage your time as expertly as you manage your projects — prioritizing, planning, and organizing are part of your DNA.
- You don't need someone to light a fire under you; you're a human sparkplug, taking the initiative and enthusiastically managing multiple projects with limited supervision.
- You're a Swiss vault when it comes to confidentiality.
- You're not only comfortable with change, you embrace it.
- You're just as comfortable working with senior executives as you are with staff on the frontlines.
- Your interpersonal skills would put even Oprah to shame. What can you say, you're a people person!
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What you'll do

- o Report to the Chief Operating Officer of Bridgewater Bank
- o Provide administrative and office-management support to COO,
- o Ensure COO preparedness for meetings and other obligations
- o Organize documentation and technology, as needed, for COO meetings and obligations.
- o Manage COO's calendar, and inbox including triaging incoming requests and competing priorities.
- o Coordinate with senior internal leaders and critical external stakeholders, including, Federal regulators and Senior Executives of external key stakeholders.
- o Coordinate logistics of executive team meetings, seminars, workshops and special events.
- o Make travel arrangements for COO
- o Make recommendations for improvement.
- o Prepare executive correspondence and documents to ensure there are no typos, errors or content issues, making edits as necessary.
- o Prepare correspondence for COO's signature.
- o Attend meetings and record, transcribe and distribute accurate minutes.
- o Manage and prepare agendas, presentations and projects for COO and executive team as needed.
- o Manage expenses, invoices and budget-tracking.
- o Coordinate office activities (we're a fun group!).
- o Present a positive and professional image.

What you've done

- o You have a post-secondary diploma in Business Administration or a related field.
- o You're no newbie; you have seven to 10 years of experience in an executive level administrative role. On this, we must insist.
- o You have strong knowledge and experience working with Boards of Governors and Boards of Directors. On this, we must also insist.
- o You've had extensive experience with managing and preparing Board Reports and governance documents, not just organizing but authoring
- o You have strong knowledge of office procedures and practices.
- o You're self-motivated, efficient and thorough.
- o You're a consummate professional.
- o You have a surgeon's eye for detail – you probably spell-checked this ad!
- o You're a whiz with Microsoft Office Suite and Visio.
- o You're resourceful and flexible; Mary Poppins, eat your heart out.
- o You have proven outstanding organizational skills.
- o You have superior writing skills.

If this is you, we want to see you. And you want to see us. Apply today to careers@bridgewaterbank.ca