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!

**What you’ll do**

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

**What you’ve done**

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

WHAT YOU’LL GET
• Competitive salary.
• Flexible benefits.
• Outstanding employer-paid Pension Plan.
• Great AMA discounts.
• Unlimited learning opportunities.
• Paid vacation and floater day.

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

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