



# Indigenous.Link

Canada's fastest growing Indigenous career portal, Careers.Indigenous.Link is pleased to introduce a new approach to job searching for Indigenous Job Seekers of Canada. Careers.Indigenous.Link brings simplicity, value, and functionality to the world of Canadian online job boards.

Through our partnership with Indigenous.Links Diversity Recruitment Program, we post jobs for Canada's largest corporations and government departments. With our vertical job search engine technology, Indigenous Job Seekers can search thousands of Indigenous-specific jobs in just about every industry, city, province and postal code.

Careers.Indigenous.Link offers the hottest job listings from some of the nation's top employers, and we will continue to add services and enhance functionality ensuring a more effective job search. For example, during a search, job seekers have the ability to roll over any job listing and read a brief description of the position to determine if the job is exactly what they're searching for. This practical feature allows job seekers to only research jobs relevant to their search. By including elements like this, Careers.Indigenous.Link can help reduce the time it takes to find and apply for the best, available jobs.

The team behind Indigenous.Link is dedicated to connecting Indigenous Peoples of Canada with great jobs along with the most time and cost-effective, career-advancing resources. It is our mission to develop and maintain a website where people can go to work!

Contact us to find out more about how to become a Site Sponsor.

Corporate Headquarters:

Toll Free Phone: (866) 225-9067

Toll Free Fax: (877) 825-7564

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# Job Board Posting



Careers.Indigenous.Link

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## Executive Assistant To Vice Presidents

<b>Job ID</b>	<b>6A-D5-9E-5B-FB-00</b>	
<b>Web Address</b>	<a href="https://careers.indigenous.link/viewjob?jobname=6A-D5-9E-5B-FB-00">https://careers.indigenous.link/viewjob?jobname=6A-D5-9E-5B-FB-00</a>	
<b>Company</b>	Travel Alberta	
<b>Location</b>	Calgary, Alberta	
<b>Date Posted</b>	From: 2021-02-23	To: 2021-03-09
<b>Job</b>	Type: Full-time	Category: Service Sector
<b>Job Start Date</b>	April 5, 2021	
<b>Job Salary</b>	\$61,200.00 - \$82,800.00	
<b>Languages</b>	English	

### Description

Administrative support

- Coordinates activities related to the VPs'™ schedules, screening meeting requests, redirecting requests where appropriate and prioritizing meetings

- Proactively resolves scheduling conflicts and taking independent action to meet the needs of the VPs and other SLT members as necessary

- Coordinates meetings with external parties as required

- Ensures the VPs are prepared and organized for meetings by providing meeting materials and background information

- Assists in presentation development for external stakeholders including the Board of Directors and tourism partners

- Maintains open communication with team coordinators of all other business units

- Provides back-up support for the Executive Assistant to the CEO

- Reconciles and submit the VPs'™ monthly expenses

- Manages administrative expenses

- Arranges travel for the VPs in consultation with a third-party travel vendor

Communication

- Composes briefing notes, memos and letters for the VPs and proofreads prepared

- correspondence for accuracy, grammar and message consistency prior to it moving to the VPs

- Produces well thought-out correspondence through email communication and the production of letters and written materials (no grammatical or spelling errors)

- Responds promptly to requests with accuracy and in a courteous manner

- Coordinates and attends internal team and industry meetings as required, preparing agendas and background materials, and taking minutes when needed

Destination Development Support

- Provides support to the Destination Development team through the coordination and booking of venues for industry education programs as needed. This includes managing the RFP/RFQ process,

CAIF forms, contracting, necessary approvals, hosting forms, venue set-up requirements and invoicing

### **Experience**

• 7-10 years™ experience as an executive assistant supporting multiple senior leaders and board members

### **Education Requirements**

• Recognized diploma in business administration or related field is an asset

### **Essential Skills**

• Strong computer skills, including Microsoft Office suite (Word, Excel, Outlook, PowerPoint)

• Client service orientation

• Effective communication skills

### **Work Environment**

Temporarily working remote due to COVID

### **Additional Skills**

• Critical thinking skills

• Ability to take direction as well as work independently

• Ability to anticipate needs and take initiative

• Professional demeanor

• Ability to calmly manage heavy workloads and shifting priorities

### **How to Apply**

Submit a cover letter, resume and your salary expectations, with the title in the subject line of your email to [careers@travelalberta.com](mailto:careers@travelalberta.com)