

POSITION PROFILE

Summary:

The Administrative/Executive Assistant reports directly to the Manager, Office of the CEO and provides confidential administrative support to the Chief Executive Officer; uses discretion and judgement in the handling of confidential and sensitive materials; is methodical and highly organized and able to structure workflow to accomplish multiple and changing priorities. The incumbent also completes a number of support activities for the Manager, Office of the CEO. As an integral member of the Phantom team, the Executive Assistant will foster a positive work environment and is expected to consistently demonstrate and encourage in others the organization's core corporate values.

Structure:

There are no other positions reporting to Manager, Office of the CEO.

There are no positions reporting to the Administrative Executive Assistant.

Corporate Values:

At Phantom Screens we value all of our employees. We are committed to providing a safe, harmonious, and respectful work environment and all employees are expected to help us achieve this by practicing the core principles set out in the Employee Policies Manual which can be accessed at the HR Start page of e-Synergy or by contacting Human Resources.

Position Responsibilities

(include, but are not limited to), the following:

- Using Microsoft Office, accurately design, create and maintain a variety of documents, internal and external, such as correspondence, announcements, spreadsheets and PowerPoint presentations for customers, employees, Shareholders, and other delegates.
- Ensure legal and other administrative invoices are billed correctly.
- Source and negotiate with new or existing vendors for administrative needs, such as mail delivery, beverage supplier, paper shredder, office décor, etc.
- Conduct research and/or analysis of specified invoices, contracts, general ledgers, employee polls and other items.
- Develop and maintain legal and business filing systems with task follow-up.
- Manage the calendars of the CEO, along with Board and Meeting Room reservations, on and off site.
- Act as Phantom's Host by carrying out related duties for the CEO's guests and other designated guests, ensuring they are appropriately welcomed; ensure that guest areas are presentable and professional in appearance.
- Carry out tasks associated with the CEO's Staff Incentive Plan, including liaison and support of corporate event organizers, internal and external, as well as sourcing, purchasing, and wrapping staff gifts and event items.
- As an integral member of the Making Life Better team, administer activities and communications with our Corporate Charities and our employees, including all tasks associated with fund raising events and activities.
- Carry out tasks related to Community sponsorships, including product or monetary gifts.
- Act as the internal liaison for our corporate charities
- Organize and set up for staff events including but not limited to Making Life Better events and various Christmas activities.

- Coordinate the logistics of quarterly Town Hall meetings including presentation prep, room set up and take down and set up of the sound system and projector.
- Administer the corporate accounts for general communication contracts, specifically Telus, White and Yellow Pages, and the corporate cell phone allowance program.
- Administer the Service Awards program, including maintaining eligible staff lists, acquiring awards.
- Schedule and organize Board Meetings, specified Leadership Team meetings and Bulls Eye meetings, preparing agendas and taking minutes as directed.
- Ensure the CEO is appropriately alerted to scheduled events and meeting and kept updated as to corporate news.
- Research and manage CEO's travel, hotel, and car rental plans, memberships and related incentives.
- Schedule the CEO's travel arrangement including air, transport, and accommodations and prepare a summary travel itinerary for each trip including maps if necessary.
- Ensure CEO is available to attend to or perform company business by completing non-company assignments on behalf of the CEO.
- Provide hospitality planning and execution for onsite meetings such as Corporate Orientation and New Account Training.
- Assist in the planning of the Annual Distributor Conference including location research, minutes, coordinating hotel reservation process, reconciling and reporting on cost to budget, coordinating creation and printing of registration packages, maintaining attendee lists and name tags and assist in the planning of special events, such as awards banquet and cocktail reception.
- Coordinate online meetings as needed communicating information to involved parties
- Prepare Expense reports for CEO, CRO, CFO, and Office of the CEO. Review Leadership team's expenses and distribute to CEO, CRO or CFO for final sign off.
- Pick up supplies as needed for staff events, fundraising initiatives, advisory board meetings, etc.
- For all Phantom events, ensure photos are taken, collected, labeled, organized and stored
- Assist in the coordination of internal training opportunities
- Ensure meeting room(s) are maintained at an acceptable level
- Maintain a current knowledge of the position; participate in job-related programs or associated personal development initiatives as required, and perform all other duties as assigned.

Position Requirements:

- A keen understanding of the need for confidentiality and the ability to use judgement and discretion when coming into contact with sensitive information.
- Organized, detail oriented and calm; able to multi-task and appropriately structure workflow to meet changing priorities, ensuring completion requirements are met effectively and efficiently.
- Superior interpersonal skills and the ability build and maintain positive relationships with all internal and external contacts, communicating proficiently and professionally both orally and in writing.
- Accurate keyboarding skills and proficiency in the use of Microsoft Office (Outlook, Word, Excel, PowerPoint).
- Intuitive and able to work independently with a minimum of supervision.
- Able to accurately interpret verbal and written instructions and act appropriately and promptly.
- Flexibility to work an irregular work schedule when needed.

Academic Qualifications and Work Experience:

Minimum one-year post-secondary education in Business Administration or a related discipline. Two years experience in a similar role, preferably providing support at a senior management level. An equivalent combination of education and experience may be considered.