

**Summary:**

The Executive Assistant (EA) is a key member of the Office of the CEO team. The EA is responsible for calendar & meeting scheduling support and carrying out hospitality and hosting duties on behalf of the CEO and Manager of the Office of the CEO. The EA provides confidential administrative support, uses discretion and judgement in the handling of confidential and sensitive materials, is methodical and highly organized, and is able to structure workflow to accomplish multiple and changing priorities. They also provide support for planning & logistics coordination of staff events including Making Life Better initiatives, and act as our key contact for our corporate charities. 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.

**Department Structure:**

The Executive Assistant reports directly to the Manager, Office of the CEO and provides confidential administrative support to the Chief Executive Officer.

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

There are no positions reporting to the Executive Assistant.

**Our 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 required to help us achieve this by practicing our core values.

- To Speak the Truth
- To Pursue Excellence
- To Serve Each Other
- To Practice Stewardship

**Position Responsibilities**

include, but are not limited to, the following:

- Manage the calendar of the CEO, along with Boardroom and Meeting Room reservations, Zoom & Teams scheduling for both on and off-site meetings.
- Communicate meeting information and provide reference documents to involved parties as needed.
- Provide meeting booking support to the CFO, CRO and CSCO
- Prepare Expense reports for the CEO, CRO, CFO, CSCO and Office of the CEO.
- Schedule and organize Advisory Board Meetings, specified monthly & weekly meetings including in some cases preparing agendas and taking minutes as directed.
- Using Microsoft Office and other software applications, 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.
- 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.
- Provide hospitality planning and execution for onsite meetings such as Board meetings, Corporate Orientation and New Account Training.
- Act as the internal liaison for our corporate charities.

- As an integral member of the Making Life Better team, schedule, and lead team meetings, administer activities and communications with our Corporate Charities and our employees, including all tasks associated with fundraising events and activities.
- Administer our corporate World Vision child sponsorship program, maintaining current database of the sponsored children by department.
- Act as the administrator of the Phantom Employee Making Life Better Facebook page and create regular posts to encourage engagement.
- Carry out tasks related to Community sponsorships, including product or monetary donations.
- Organize and set up for staff events, including but not limited to, Making Life Better events and various Christmas activities.
- 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.
- 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.
- Coordinate the logistics of Town Hall meetings including scheduling, presentation prep, room set up and take down, and set up of the sound system and projector.
- Plan and create weekly OptiSigns content.
- Ensure legal and other administrative invoices are billed correctly.
- Source and negotiate with new or existing vendors for administrative needs, such as janitorial services, vending machine, 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.
- Administer the Service Awards program, including maintaining eligible staff lists, and acquiring awards.
- Research and manage CEO's travel, hotel, and car rental plans, memberships, and related incentives.
- Schedule the CEO's travel arrangements including air, transport, and accommodations and prepare a summary travel itinerary for each trip including maps if necessary.
- 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; assist in the planning of special events, such as awards banquet and cocktail reception.
- Assist in the coordination of internal training opportunities for employees.
- Ensure meeting room(s) are maintained at an acceptable level.
- Administer the name tag process. Order new and replacement name tags.
- 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 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 to 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.