



Paskwayak Business Development Corporation – External Job Posting  
Executive Assistant – Term 1 Year

**SUMMARY**

The Executive Assistant is responsible for a wide variety of administrative duties in support of the Chief Executive Officer (CEO) and other senior management members.

The Executive Assistant is also required to maintain confidentiality and interact professionally with employees, management and the public.

**ESSENTIAL DUTIES AND RESPONSIBILITIES** include, but not limited to, the following:

- Provide direct administrative and office management support to all members of the executive team, as directed.
- Coordinate logistics of executive team programs including meetings, seminars, workshops, special projects, and events.
- Review all documents, reports, and correspondence prepared for executive signatures for format, content, grammar, spelling and edit as needed.
- Prepares documents such as agendas, notices, minutes, and resolutions and review for format, content, grammar and spelling.
- Maintain company records and files and ensure compliance with record keeping requirements.
- Minute taking, transcribe, prepare and follow-up on action items for the Board of Directors.
- Other duties shall be assigned as required.

**QUALIFICATIONS, EDUCATION AND/OR EXPERIENCE**

- \$ Diploma in Business Administration or relevant discipline preferred.
- \$ 5-7 years' experience in an administrative role preferred.
- \$ Ensures attention to detail and a high degree of accuracy.
- \$ Proficient with Microsoft Office Suite (Outlook, Word, Excel, Power Point).
- \$ High level of integrity, confidentiality, honesty and accountability.
- \$ Travel may be required on occasion.
- \$ Overtime may be required.

***Submit cover letter and resume by 4:30 pm on July 31, 2018 to:  
Attention: Human Resources  
Paskwayak Business Development Corporation Ltd.  
Box 10100  
Opaskwayak, MB  
R0B 2J0  
pbdcbill@hotmail.com***

*Only those qualified or selected for an interview will be contacted.*