



distributed within established timeframes. Manages action item lists from meetings. Assists with the coordination and planning of corporate events, planning sessions or meetings, as required.

3. **Service Delivery:** Screens and responds to phone, e-mail and other communication channels of the executive. Follows-up and resolves issues and/or enquiries where possible and keeps executive apprised of outstanding items that require attention. Interacts with members when appropriate, documents complaints and develops a suggested course of action.
4. **Project Support:** Provides support and assistance to ensure successful completion of department projects, including scheduling and coordinating meetings, compiling and distributing communications, creating/editing reports or presentations; attends project team meetings and act as recording secretary. Responsible for the overall management, including development, delivery, and the implementation of special projects.

Required Skills, Experience & Qualifications:

- Bachelor's Degree, college certificate or diploma in business administration
- 2+ years supporting a Senior Executive and in a fast paced, high speed environment.
- High level of proficiency with technology (Office 365, Adobe, Teams) along with the desire and aptitude for learning new concepts quickly in a department that is leading transformation within the organization.
- Problem Solving: uses an organized and logical approach to find solutions to complex problems. Looks beyond the obvious to understand the root cause of problems.
- You understand the importance of building and maintaining relationships across the organization and with external stakeholders. You are proactive, progressive and professional with a high degree of initiative.
- Highly developed analytical, research, problem solving, organizational and time management skills.
- Ability to establish priorities, schedule work and meet deadlines using independence, initiative and good judgment.
- Ability to anticipate the needs of the executive, and manage multiple activities, issues and projects through communication and facilitation with senior members of the department, other executives and external stakeholders.
- Ability to facilitate the resolution of a variety of multi-dimensional and contentious situations with diplomacy, confidentiality, tact and good judgment.

HOW TO APPLY:

Please submit your resume with a cover letter outlining your experience to jobs@coulsongroup.com with **2020-009 Executive Assistant Application** in the subject line. Applications will be accepted until **April 5, 2020**. We would like to thank all applicants in advance for their interest; however, only those selected for an interview will be contacted.



Why work for us:

In addition to a competitive salary, Coulson provides excellent benefits as part of its Total Compensation Package. These include medical and dental benefits, RRSP matching, accommodations, per diems, and travel to / from your Home. Moreover, Coulson Group values and strongly encourages its employees to maintain a positive Work-Life Balance, creating an environment that champions creativity and autonomy.

We are proud of our team and encourage a respectful workplace where everyone is treated with dignity and all ideas are welcome. Moreover, we support growth within the company and provide opportunities for advancement.

We support diversity, equity and a workplace that is free from harassment and discrimination. We are committed to providing accommodation for people with disabilities. If you require accommodation through any element of the competition process, please notify us and we will work with you to meet your needs.

4890 CHERRY CREEK ROAD, PORT ALBERNI, BC, CANADA V9Y 8E9 P: 250.724.7600 F: 250.723.7766

COULSON FOREST PRODUCTS LIMITED COULSON ICE BLAST LTD. COULSON AIRCRANE LTD.

COULSON AVIATION (USA) INC. COULSON AVIATION (AUSTRALIA) PTY. LTD.