



Genoa Design International is a marine production design company. Our head office is located in Mount Pearl, Newfoundland and Labrador, Canada. We also have work sites in Vancouver and New Orleans.

In business since 1995, Genoa provides production lofting, detail design and 3D modeling services to shipbuilding and offshore industries around the world, with the majority of clients located in North America.

As an employee-owned company, Genoa's owners work in the business every day. Genoa operates a dynamic work environment with attention to openness, flexibility, health and wellness, career progression and competitive compensation packages.

If you are looking for a career opportunity with a company whose philosophy is to put people first, create lasting relationships, make a difference, never stand still, own it and to live well, we are looking forward to hearing from you.

Applications must be submitted via email to jobs@genoadesign.com. Please include competition number **2019 EA 009** in the subject line. While Genoa appreciates all applicants, only those short-listed for an interview will be contacted. Closing date **May 24-2019**

Executive Assistant

2019 EA 009

DUTIES AND RESPONSIBILITIES:

- Accountable for supporting and coordinating the administrative functions of the Chief Executive Officer, Chief Operating Officer and other executive members;
- Manage executive time by reading, researching, and routing correspondence; drafting letters and documents; and collecting and analyzing information;
- Maintain executive schedules by planning and scheduling meetings and travel;
- Greet guests and clients, in person or on the telephone; and answering or directing inquiries;
- Responsible for meeting minutes for Board meetings and other executive meetings;
- Anticipate the needs of the executive, ensuring they are in the right place, at the right time, for the right reasons;
- Participate in planning company events or special projects; and
- Prepare dashboards, reports, and presentations.

QUALIFICATIONS:

- Diploma or degree in business administration supplemented with five to eight years of executive level administrative support, or equivalent education and experience;
- Ability to work without supervision;
- Communicate effectively, both verbally and in writing, with diverse groups such as customers, vendors, and officials at all levels;
- Highly detail oriented, possess a sense of urgency, understands priorities and is able to provide quality support;
- Strong organizational and planning skills with ability to multi-task and handle changing/ competing priorities with independence and good judgment;
- Proven research, problem solving and conceptual thinking skills;
- Advance working knowledge of Microsoft Office Suite; and
- Meticulous, self-reliant, self-motivated, and exercises confidentiality, discretion, and professionalism at all times.