



MANCAL CORPORATION

A member of the Mancal Group

POSITION POSTING

Executive Assistant

LOCATION: Calgary Office
REPORTING TO: President & CEO

RESPONSIBILITIES:

The position of Executive Assistant is an integral member of the Mancal Corporation team. Responsibilities include, but are not limited to:

- Providing administrative support including preparing presentations, letters and other documents related to the support of the President and CEO;
- Coordinating meetings and travel arrangements;
- Coordinating board meetings, producing and maintaining correspondence, files and other related materials regarding board activities;
- Coordinating and producing our internal Annual Report;
- Administering the Business Resumption Plan;
- Maintaining contact manager for the President and CEO;
- Paper and electronic filing;
- Providing backup and assistance to the Chairman's Executive Assistant and working collaboratively with all employees.

QUALIFICATIONS:

To meet the challenge of this role, we are seeking an enthusiastic, energetic, extremely organized self-starter with outstanding customer service and people skills. The ideal candidate will have a minimum of 5 years administrative experience preferably at an Executive level. Advanced knowledge of MS Word, PowerPoint and Excel are essential. A high level of proficiency in both oral and written communication skills are a must. The ability to juggle multiple priorities and deal with changing priorities as they occur.

Location: Calgary
Reporting to: President & CEO

Mancal Corporation: humanresources@mancal.com