# **Job Posting**

**Department:** Administration

**Job Title:**  Executive Assistant

**Position Number:** 163-2016

**Schedule:** 4X3 Schedule

**Shift Work:**  Yes  No

**Type:**   Temporary Permanent

You are a loyal, self starter who can work well with a team of professionals. With the highest integrity and ability to maintain confidentiality, you are an individual who can provide outstanding support to a busy General Manager while balancing his calendar, incoming mail, travel and anything else that arises, without dropping the ball.

You are a superior communicator with excellent written and verbal skills; you are proactive, energetic and enjoy working in a team environment and at all levels in both internal and external organizations. The successful candidate will work a two week on/two week off schedule at the mine site.

## **Scope and Responsibilities**

* High-level administrative and clerical support for the General Manager at the mine site
* Manage calendars, meeting agendas and minutes, correspondence, mail and email, travel

arrangements and data-entry, all while prioritizing and ensuring proactive handling of

issues.

* Keep on top of all office activities and be prepared to assist whenever possible, keeping the

General Manager informed of all things requiring his attention or notice

* Handle projects and tasks as required by the General Manager and members of his Senior Management Team
* Compilation and distribution of monthly report

## **Qualifications**

* A relevant degree or diploma and +5 years’ experience in a related position
* Excellent oral and written English
* Excellent report writing skills
* Excellent computer skills in the current Microsoft suite of products
* Strong organizational skills and key attention to detail
* Ability to multi-task and manage competing priorities
* Able to work under pressure
* Ability to work well in a team environment
* Superior customer service skills

Please send resumes to [rjuurakko@nap.com](mailto:rjuurakko@nap.com) or [ckorzenko@nap.com](mailto:ckorzenko@nap.com)