

JOB POSTING

Executive Assistant

We are looking for an Executive Assistant to join our team. Custom Helicopters Ltd. provides helicopter support to clients for various applications, while providing high-quality services with a commitment to safety, quality, and value.

Reporting directly to the President & CEO, the Executive Assistant is responsible for a broad range of administrative duties in support of the Senior Leadership Team (SLT) and the organization. This role includes managing daily activities, enhancing the efficiency of the leadership team, and proactively supporting overall effectiveness of the company's leadership effectiveness. The Executive Assistant will handle various administrative tasks, while maintaining confidentiality and interacting professionally with employees, management, and external stakeholders.

➤ Responsibilities:

The duties and responsibilities of the Executive Assistant will vary in type and scope, depending on the Senior Leadership Team's needs and requirements. Key responsibilities include:

- Supporting the President and Senior Leadership with daily needs and providing various administrative and office tasks.
- Provide comprehensive administrative support to the SLT through management of work schedules and calendars, including booking/rescheduling appointments, travel arrangements and providing daily briefings.
- Scheduling and coordinating meetings; creating agendas, and documenting and tracking action items.
- Prepare and edit correspondence, reports, documents and presentations for President and SLT
- Coordinating logistics of executive team programs, including meetings, seminars, workshops, special projects, company events, and social functions.
- Completing financial and IT reports, manage accounts and conduct approvals on behalf of the executive.
- Manage special projects and initiatives as assigned by the Senior Leadership Team
- Managing incoming and outgoing communications, including emails, phone calls, and correspondence. Maintain and organize files, records, and documentation
- Presenting a positive and professional image of the executive office to all visitors, suppliers, inquiries, and other persons.
- Handle confidential information with the utmost discretion and professionalism
- Performing other duties as assigned

➤ Qualifications:

- Post-secondary education in business administration, or another related field is preferred, with two (2) years of C-suite related experience preferred. A combination of education and experience may be considered.
- Proficient computer abilities, including Microsoft Office (Word, PowerPoint, Excel, and Outlook), and other mobile technologies.
- Excellent communication and interpersonal skills with the confidence to influence internal and external stakeholders.
- Proven planning, organizational, and time management skills, with the ability to multitask.
- Ability to conduct research and create reports or presentations.
- Self-starter with exceptional attention to detail and strong knowledge of office procedures and practices.
- Skilled in handling sensitive information with discretion.
- Quick learner with the ability to work in a fast-paced environment, remaining resourceful and flexible.
- A valid Driver's License is required.

Safety. Quality. Value

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<https://www.customheli.com/careers/>

Why Custom?

Custom Helicopters promotes a highly skilled workforce built on mutual respect, supporting personal and professional growth.

We offer:

- Competitive Compensation
- Full benefits
- Pension plan
- Employee share purchase plan

At Custom Helicopters, we are committed to fostering a diverse, equitable, and inclusive workplace where everyone feels valued and respected. We believe that a variety of perspectives and backgrounds strengthen our team and contribute to our success. We welcome applications from all qualified candidates, regardless of their background.

Application Deadline: February 4, 2025

