



Job title : **Executive assistant**
Head office : 2430, boul. des Entreprises, Terrebonne (Québec)
Employment type : Permanent, full-time

OUR VISION

To be a world leader in the design and manufacture of innovative and sustainable solutions protecting loading areas, while contributing to the success of our customers and partners.

OUR VALUES

I n n o v a t i o n
P l e a s u r e
T e a m s p i r i t

JOB DESCRIPTION

Reporting directly to the president, the executive assistant must be organized, well structured and able to work in a fast growing company.

The executive assistant will be helping the president through all his responsibilities and will also be the guardian of his priorities.

He or she will also have to plan and organize all of the president's daily tasks and schedule. The innovation director will also have to produce and present report of information and the follow ups to the executive committee.

MAIN RESPONSABILITIES

- Give a good customer service to the image of the company.
- Assist the president in all his tasks.
- Manage the president's communication (calls and emails) and assure all the needed follow ups.
- Know and use all the available resources of the company and contribute to create a team spirit with all of the different department.
- Help the president to prepare his meeting and assure all the needed follow ups.
- Support the president with the information research, the operational process and the information systems
- Participate in all of the meetings and produce report of review, if necessary.
- Follow up on all of the projects and priority tasks.
- Coordinate logistic of the meetings, prepare and share the necessary supportive documents.

DESIRED QUALIFICATIONS AND SKILLS

- DEP, Bachelor's degree or any diploma in a related discipline paired with a professional experience in a similar role;
- 5 to 7 years of experience in a similar role;

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SAFETY

- High degree of professional autonomy and a sense of initiative;
- Good capacity of integration;
- Be organized, responsible and trustworthy;
- Be able to work under pressure;
- Excellentes habiletés interpersonnelles;
- Sense of teamwork and leadership;
- Keen sens of confidentiality;
- Be able to manage simultaneously a lot of files; Positive attitude;
- Bilingual (French and English) both perfectly written and spoken (a lot of international customers);
- Excellent command of MS Word, Excel, PowerPoint and Outlook.

CONDITION OF EMPLOYMENT

- Competitive compensation
- Employee benefits
- Flexible schedule with great work life/family life stability
- Meaningful job in a dynamic team
- Fast growing company

GMR SAFETY thanks all those who offer their services. Only the considered candidates will be contacted. GMR is committed to the principles of employment equity.