

JOB PROFILE - Executive Assistant



Are you looking to work for one of Canada's Best Managed Companies? Do you enjoy working with a close team of supportive professionals? Do you want to commit to an organization with an outstanding record for safety and reliability? Are you searching for an employer who provides amazing perks and works hard to provide a work-life balance for their employees? If so, look no further!!

The Executive Assistant supports the CEO and other executive team members to ensure that the team is organized, informed, and prepared for anything that comes their way while implementing goals and objectives that include a safe and efficient operation.

WORK HOURS: Mondays to Fridays, regular office hours

LOCATION: Wharf Street, Victoria, BC

TERM: Full-Time Regular

REPORTS TO: CEO

COMPENSATION AND BENEFITS: Competitive wage, extended health benefits, flight perks (including buddy passes and global inter-airline partnerships), revenue share, RRSP matching program, discounts at local restaurants and travel partner organizations, staff events and much more!

Responsibilities and Expectations

- Provide daily support to the Executive team managing schedules and communications
- Arrange meetings as well as travel and related events, both in-house and offsite
- Join meetings and take meeting minutes as required
- Book travel, hotel accommodations and ground transportation for Executive travel
- Complete, process and follow up on expense reports
- Prepare reports, memos, letters, presentations and other documents using word processing, spreadsheet or PowerPoint presentation software
- Read and analyze incoming mail, memos, submissions and reports to determine significance and plan distribution
- Answer the phone and open, sort and distribute incoming correspondence and prepare responses.
- File and retrieve corporate documents, records, and reports
- Organize corporate events and collaborate with internal and external stakeholders
- Develop and maintain necessary records and files
- Responsible for greeting visitors, assisting with visitor travel, and providing base tour (i.e., facilities).
- Participate in the completion of special projects
- Liaise with departmental and corporate officials and with other organizations and associations on behalf of executives
- Other duties as assigned

Required Skills & Competencies

- Minimum five (5) years senior Administrative Assistant experience with at least two (2) years of experience at the executive level
- Experience and demonstrated ability to screen calls, manage calendars, and arrange meetings, travel and events
- Adept at utilizing the latest technology for office use, communications, and scheduling events and managing calendars
- Experience with accurately recording minutes for several high-profile internal meetings
- Excellent proficiency with MS Office particularly Word, PowerPoint, Excel and Outlook



- Shows initiative and the ability to work effectively both independently and within a team environment
- Excellent verbal and written communication skills
- Ability to liaise and communicate effectively with all levels of staff and management
- Ability to handle highly confidential information using sound judgment
- Well-developed interpersonal skills; the ability to exercise tact and discretion
- Well-developed and proven customer service skills
- Strong organizational skills and meticulous attention to detail
- Strong problem-solving and analytical skills
- Strong multi-tasking skills with the ability to work under deadlines
- Demonstrated professional and friendly manner
- Shows flexibility and enthusiasm for an unstructured schedule, and meets deadlines
- Frequent travel between the HA bases as required
- Previous experience in the airline industry an asset

Other Qualities/Personal Characteristics

- Outstanding organizational and time management skills
- Natural multi-tasker and problem-solver
- Resourceful and analytical attitude
- Ability to excel in a confidential work environment
- Excellent presentation and inter-personal skills representing the CEO and other Executives
- Demonstrated excellent judgment and proven ability to work with senior leaders
- A positive attitude with a willingness to learn

ABOUT HARBOUR AIR GROUP

- Launched in 1982, Harbour Air is North America's largest seaplane airline. With around 500 employees, it flies more than half a million passengers annually both within BC and to/from Seattle, USA.
- Our people are the backbone of our organization and we are committed to creating a culture that inspires one another to achieve extraordinary success. We have regularly been honoured as the recipient of numerous awards including Canada's Best Managed Companies, BC's Top 55 Employers, and Canada's 10 Most Admired Corporate Cultures.

APPLY NOW: Email your resume and cover letter to jobs@harbourair.com quoting 22-71 Executive Assistant

DEADLINE: Open until filled

Harbour Air is an equal opportunity employer, we are committed to Diversity and Inclusion and value a diverse workforce. Together, we continue to build an inclusive culture that encourages, supports, and celebrates the diverse voices of our employees. It fuels our innovation and connects us closer to our customers and communities we serve.

Harbour Air is committed to developing a barrier-free recruitment process and work environment. Accommodations in relation to the job selection process are available upon request. If you require any accommodation, please email jobs@harbourair.com and we'll work with you to meet your accessibility needs.