



JOB DESCRIPTION – EXECUTIVE ASSISTANT

BACKGROUND:

The CRER is a new not-for-profit entity with representation from diverse regional economic stakeholders in key sectors of the region's economy, communities, and other organizations to provide the focus and leadership necessary to build a high performing region. CRER is governed by a Board of Directors that represents the diversity of membership along with a balanced mixture of skill sets.

A Chief Executive Officer (CEO) reports to the board and will be responsible for the operations and activities of the Enterprise Region and its economic development staff. The CEO provides vision and leadership to CRER as the lead economic development agency for the region. The Enterprise Region Board empowers the CEO to maintain appropriate staff and services to implement the business plan and multi-year strategic plan.

The Enterprise Region mandate is to assist each region to increase business and industry competitiveness, realize its economic potential and compete globally. Enterprise Regions assess and take action on the needs of businesses and key sectors within their respective region. Actions taken in each region follow four strategic directions building regional economies, fostering a culture of enterprise and innovation, building on competitive advantages, and engaging leadership and effective governance.

This position will be cost shared between the Churchill River Enterprise Region Inc., Woodlands and Waterways Regional Development Corporation and the La Ronge Chamber of Commerce, the incumbent will report to the CRER CEO and coordinate with appropriate contacts of the aforementioned entities.

GENERAL:

The Executive Assistant position is a full time position with direction provided by the CEO, the Executive Assistant oversees the day to day operations of the office and the primary responsibility would be to assist the CEO, and Economic Development Officer (EDO) on an as required basis based on workload of the organization.

The position is responsible for ensuring the orderly operation of all business office functions clerical support services are provided in a highly confidential and professional manner.

The Executive Assistant will be experienced in handling a wide range of administrative and executive support related tasks and will be able to work independently with little or no supervision. This person must be exceedingly well organized.

The ability to interact with various stakeholders in a fast paced environment, sometimes under pressure, be proactive, resourceful, and efficient with a high level of professionalism and confidentiality is critical. Expert written and verbal communication skills, strong decision making ability and attention to detail are equally important.

A demonstrate knowledge and/or commitment to advancing economic development, business and/or tourism in the region would also be considered an asset.

REPORTS TO:

CRER Chief Executive Officer (CEO)

LOCATION:

The Executive Assistant will be based in Air Ronge at the Information Center.

HOURS:

Salaried position with variable hours, out of town travel, and office hours of 8:00 a.m. to 5:00 p.m. Monday to Friday.

DUTIES (CRER):

1. Coordinates management reports and assists in the preparation of agendas for all Board and Committee meetings
2. Maintains records of Board resolutions and bylaws
3. Performs other administrative duties for the Board as required and provides support for other Enterprise Region staff
4. Participates in special projects as assigned
5. Using sound project development practices, supports project development initiatives as approved by the Board
6. Assist in the planning and preparation of meetings, conferences and conference telephone calls
7. Develops and maintains effective systems and records, and assists in ensure financial accounting functions are completed
8. Take, type and distribute minutes of meetings
9. Prepare and/or edit internal and external letters, faxes, memos and emails
10. Prioritize and manage multiple projects simultaneously
11. Oversee travel arrangements for Board, CEO, and EDO as required
12. Performs other duties as required

DUTIES (WWRDC):

1. Initial point of contact
2. Greet visitors/public
3. Provide answers to inquiries and questions
4. Responsible for cash sales and inventory stock
5. Prepare tourism information packages
6. Prepare and research community tourism projects
7. Maintain daily visitor inquiry and request journal

DUTIES (LR CHAMBER OF COMMERCE):

1. Take minutes of meetings and distribute to appropriate individuals
2. Oversee distribution of mail and electronic correspondence
3. Coordinate meeting of La Ronge Chamber of Commerce

EXPERIENCE AND QUALIFICATIONS:

- A university degree or college diploma in business administration, commerce or other discipline related to economic development or equivalent expertise

- Two years of experience in economic development, industry associations, or in a senior business management position
- Experience in the business sector, working with industry, and understanding of competitive factors in the context of the Saskatchewan economy
- Strong knowledge of MS Word, Excel, Power Point
- Extremely detail oriented
- Strong knowledge of Simply Accounting
- Proven Ability to prioritize work flow
- Excellent interpersonal skills, written and oral communication skills
- Considerable knowledge of modern office practices and procedures
- Superior skills in the use of computer based word processing equipment and related software, competent in designing and using databases and spreadsheets
- Strong organizational, time management, communication and research skills
- Excellent knowledge of Northern Saskatchewan

ACCOUNTABILITY:

Under the general direction of the Chief Executive Officer, the incumbent is responsible for carrying out all administrative and confidential duties as assigned.

Tact and discretion are required to deal with or settle requests, complaints or clarification of information. The employee is also privy to highly confidential and sensitive material on a continuous basis.

COMPETITION DEADLINE:

June 30th, 2011

Please forward Cover Letter and Resume to:

CONTACT:

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