

TITLE :	Executive Assistant
POSITION STATUS:	Full-Time – Permanent
REPORTS TO:	CEO
SALARY:	Range starting at \$45,000.00
POSTING DATE:	January 31, 2019
CLOSING DATE:	February 22, 2019
TARGET START DATE:	May 1, 2019

POSITION SUMMARY

The Edmonton Screen Industries Office (ESIO) is a not-for-profit organization that has been established to help lead Edmonton in becoming a national and international centre for media production excellence. The ESIO is currently seeking to fill the role of Executive Assistant. The Executive Assistant provides professional administrative services to the CEO and the staff team which promote the efficiency and effectiveness of the organization as a whole.

KEY RESPONSIBILITIES

- Provide overall office administration expertise in reception responsibilities, ordering and tracking of supplies, maintaining the general organization of the office, managing mail, and liaising with external vendors and support services for office requirements.
- Prepare and draft written correspondence and presentation materials.
- Oversight and administration of electronic and paper filing systems.
- Coordinate and assist in the arrangements required for booking meetings, preparing agendas, taking and distributing minutes and maintaining records.
- Provide support in maintaining schedules and calendars.
- Prepare expense reports and maintain office related invoices.
- Support communications by updating and populating social media channels, website maintenance and blogging.
- circulation of media releases and external communications as needed.
- Event planning and coordination.

QUALIFICATIONS

- Formal education in a relevant field of study, or equivalent combination of education and experience.
- At least three years of experience in a professional administrative role and office administration.
- Superior organization, coordination and attention to detail.
- Exceptional communication and interpersonal skills.
- Excellent project and time management skills with the commitment to getting the job done.
- Basic understanding of graphic design, communications and marketing concepts.
- Proficient computer skills including Microsoft Office Suite and populating calendars.
- Working experience with social media.

Interested candidates email resume and cover letter as a single attachment to: Josh Miller
Email: jmiller@edmontonscreen.com

**We are an equal opportunity employer. The ESIO encourages diversity and welcomes applications from all qualified individuals.
We thank all applicants in advance, however, only candidates selected for an interview will be contacted.**