

**Title: Senior Administrative Assistant**

**Term: Permanent, Full-Time**

**Location: Coquitlam, BC**

### **ROKSTAD STRATEGIC INTENT**

We are an innovative and progressive family-orientated business that excels in providing safe, reliable Transmission and Distribution services for its valued clients across North America.

### **SUMMARY**

The Senior Administrative Assistant supports the Executive Office on a variety of administrative responsibilities. This position professionally represents and promotes positive relationships with external clients, senior leaders, managers/directors, and all levels of staff throughout the company. The role calls for an individual with an enthusiastic personality, strong relationship skills, the ability to work independently and under changing priorities and a desire to assist all stakeholders in a growing organization.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES**

- Manages the flow of information in the Executive office by screening phone calls, processing mail, summarizing reports and correspondence received and proactively works to efficiently manage the time of the President and CEO;
- Ensures the President and CEO are apprised of information and issues requiring their attention in a timely manner;
- Performs a variety of administrative duties including preparing correspondences, reports, presentations, and managing calendars;
- Tracks, follows-up and reports on action items from projects and meetings;
- Schedules and attends management meetings, prepares agendas, meeting packages, transcribes and distributes minutes;
- Maintains confidentiality and professionally represents the Executive office by building positive and respectful relationships with external customers and senior leaders, managers/directors and all levels of staff in the corporation;
- Meets and/or liaises with individuals and groups inside and outside of the company on behalf of the and President and CEO as requested;
- Oversees travel arrangements and ensures associated trip related events and other details are coordinated;
- Researches and compiles data, coordinates special events and other projects as required.

### **JOB REQUIREMENTS**

- Advanced skills using Microsoft Office Suite (Outlook, Word, Excel, Power Point);
- Solid interpersonal and communication skills (both oral and written);
- Ability to develop relationships and work well with all levels of internal management and staff, as well as external customers;
- Excellent organizational and time management abilities required to prioritize a high volume of tasks or competing priorities;
- Strong attention to detail and the ability to multi-task and exercise sound judgement;
- Flexible and able to work well under deadlines and changing priorities;
- Ability to work independently and think proactively.

**EDUCATION, EXPERIENCE AND/OR CREDENTIALS**

- Relevant post-secondary education with a minimum of 5 plus years' experience in an Administrative role at the senior level;
- Prior experience in an industrial sector would be an asset.

**WORKING ENVIRONMENT**

- Team orientated and collaborative;
- Overtime may be required.

**CORPORATE COMPLIANCE RESPONSIBILITIES****We care about our internal and external customers – loyalty is earned.**

- Listen, and listen more, to better understand – you get excited about opportunities to help others.
- Own customers' challenges to deliver unique solutions – you recognize that it's our privilege to serve customers because without "them," there is no "us."
- Focus on what is "important" as opposed to "urgent" – you focus on the big picture rather than getting lost in the details.
- Express thanks to those who help us constantly improve – you recognize and embrace constructive criticism.

**We strive for safety excellence – practice safety within the workplace, our homes, and at play.**

- No compromise on safety – make safety a thought, an action, a cornerstone belief in everything you do.
- Live safely for yourself, your team, and your family – you work together to ensure safety for all.
- Learn and improve from past experiences – lessons learned fuel our future successes.

**We create a great workplace by filling it with spectacular people – set expectations high, have fun, and celebrate our successes.**

- Succeed through professional and personal growth – take ownership of your own success.
- Always be a Rokstad ambassador – take pride in opportunities to share your beliefs, learnings, strengths, and ideas.
- Respect the unique contribution that every employee brings to the table – be open to learning and growing from employees who move Rokstad forward and help you achieve more.
- Place importance on effectiveness rather than effort – work smarter, by being conscious of your current levels of productivity, health, and happiness.

**We take pride in what we do – how we show up is important**

- Be part of the solution – you problem solve rather than complain, gossip, or cut others down.
- Know when to lead, know when to follow – check your ego at the door.
- Pursue improvement ... relentlessly – you make continual changes to grow.
- Strive to achieve the best results – you have higher expectations of yourself than Rokstad has of you.
- Embrace change – you understand that markets change, competition changes, and technology changes.

**We stand among the very best – doing it right makes our reputation even stronger**

- Act in Rokstad's best interest – as though you are an owner.
- Say what you mean, mean what you say – One dishonest action can ruin a lifetime of goodwill.
- Demonstrate trust in order to gain trust – an honest day's work for an honest day's pay.
- Lead by example – you recognize that your actions are always being observed, and actions speak louder than words.

- Seek first to understand before seeking to be understood – you avoid drawing ill-informed conclusions or assumptions.

**We respect our position in the broader community – act in accordance with our culture and values**

- Build and support the communities where we work and live – make the world cleaner, safer, and more interesting.
- Care for and respect our environment – promote environmentally sound practices throughout every aspect of our business.
- Create a culture of inclusion built on trust, respect, and dignity for all – build teams that capitalize on the diverse talents of all employees.
- Explore opportunities to grow and develop positive relationships with First Nations – create mutually beneficial partnerships.

**COMPENSATION**

Rokstad offers a competitive compensation and benefits package which will be commensurate with experience and education.

If you are looking for an exciting career with a fast growing, progressive company while participating in the build out of Canada's electric power Infrastructure, please email your resume and qualifications to [careers@rokstadpower.com](mailto:careers@rokstadpower.com) or fax 1-888-310-8831. Please include the job title in the email subject line.

We thank all applicants for showing an interest in this position. Only those selected for an interview will be contacted.