

Title: Executive Assistant/Business Manager**Term: Permanent, Full-Time****Location: Coquitlam, BC (Hybrid)****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

Rokstad Power is currently looking for an Executive Assistant/Business Manager to support the CEO across responsibilities pertaining to Rokstad Power and other non-Rokstad business portfolios. This would include providing assistance in the execution of various initiatives and projects and management of a bookkeeping resource. The Executive Assistant/ Business Manager must understand the responsibilities, needs and priorities of the CEO to create the time and space needed for the CEO to focus on highly strategic critical demands.

The ideal candidate must exercise a high-level of judgment, be able to work independently and draw from experience to perform advanced support and maintain a high level of confidentiality. A wide degree of creativity and latitude is expected.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Work with the CEO to prioritize an agenda and focus on the most important issues and opportunities;
- Strategically manage the CEO's time by exercising discretion and decision-making while ensuring strategic priorities are met in a timely manner;
- Respond to routine questions and requests; referring higher level managerial requests to the Executives and/or Directors, as appropriate;
- Work with the CEO to execute Rokstad and non-Rokstad projects which may include review, research, summarization or analysis of information and tracking of project related data/information;
- Meeting planning, preparation and coordination, including logistics, materials, etc.;
- Work with the CEO to identify and schedule strategic presentations;
- Assist with meeting preparation, including logistics, materials, etc.;
- Oversight and management of a bookkeeping resource involved in the set up of tracking and monitoring system for expenses, taxes, etc., for projects, properties and holdings of the company;
- Oversee, coordinate and assist with administrative duties such as, routine and non-routine correspondence, coordinating travel program and itineraries, credit card statements and expense reports, and organizing data for special reports;
- Other duties may be assigned consistent with job description.

JOB REQUIREMENTS

- Excellent communication skills, both verbal and written;
- High level of judgement and be able to work independently;
- Driven and has a strong determination to meet complex challenges;
- Detail oriented and able to dig deep and draw insights from data;
- Able to build and manage relationships with customers, internal and external service providers;
- Strong analytical and problem-solving skills;
- Outstanding organization skills, fast learner and able to work with limited instruction;
- Professionalism and able to maintain a high level of confidentiality.

EDUCATION, EXPERIENCE AND/OR CREDENTIALS

- Diploma or Bachelor's Degree in business admin, finance or related field preferred;
- Requires a minimum of 6 years of experience providing business and administrative support; including 3-5 years supporting senior level manager(s) or an executive;
- Proficiency with Microsoft Excel, Word, and PowerPoint.

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.

HOW TO APPLY

If you are looking for an exciting career with a fast growing, progressive company, please email your resume to 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.