

EA + Strategic Initiatives Coordinator

The Calgary TELUS Convention Centre (CTCC) is looking to hire an EA + Strategic Initiatives Coordinator in the Administration Division. Reporting to the President/CEO and EA to the President and CEO, this position is responsible for managing the daily activities and providing administrative and executive support to the President + CEO, as well as managing special projects that drive the CCCA's strategic objectives.

Duties and Responsibilities

- Perform advanced, diversified and confidential administrative support to the President + CEO;
- Screen telephone calls and visitors
- Schedule and maintain a calendar of appointments, meetings and travel itineraries and coordinate related travel arrangements
- Coordinate and process incoming and outgoing mail in a timely manner
- Book meeting rooms, audiovisual equipment and catering services required meetings hosted by the President & CEO at the CTCC
- Liaise with internal and external partners, clients, city officials, staff and the public on behalf of the President & CEO
- Coordinate special events and functions as required
- Assist the President + CEO with researching materials for presentations and preparing PowerPoint presentations
- Keep up to date on relevant issues, and stay informed of industry related information as it pertains to the CTCC and city wide events
- Accompany the President + CEO to events and meetings when required
- Coordinate the delivery of action items from the President + CEO to staff
- Ensure actions are carried out
- Prepare President + CEO for upcoming meetings
- Other duties as assigned

Experience and Assets

- Post-secondary education preferred;
- 5 - 7 years of administrative experience at an executive level
- Exceptional communication (verbal and written) and organizational skills with strong prioritization, time management, problem solving and interpersonal skills
- Technology savvy and highly level of proficiency in MS Office programs (Word, Excel and PowerPoint), internet and email systems
- Ability to exercise initiative, sound judgment and discretion when handling routine and confidential materials and inquiries
- Highly motivated professional who has the ability to work in a team environment as well as work independently
- Well organized and works well under pressure and is able to multi-task confidently and proactively
- Ability to work comfortably in a fast-paced environment handling multiple projects simultaneously, under pressure, and within tight deadlines
- Effective at planning and prioritizing
- Ability to make appropriate decisions and provide direction to the President + CEO
- Exceptional organizational, analytical and problem solving skills
- Strong document management/filing system skills

- Proactive, self-starter who takes the initiative and ownership of projects and meets deadlines
- Exhibits excellent interpersonal skills and develops lasting, positive and productive relationships
- Demonstrated ability to maintain confidentiality and displays the utmost integrity and discretion; and
- Proven rigorous attention to detail and accuracy

The Convention Centre offers a comprehensive salary and benefits program that includes life and dependent life insurance, short and long-term disability, health and dental benefits, travel medical emergency insurance, flexible spending account, employee assistance program, pension plan, flex and bonus hours, wellness programs, educational opportunities, and access to a fitness center.

Individuals interested in applying for this position can submit a resume and cover letter to careers@calgary-convention.com by Friday, February 15, 2019.