

The Goal of Metalumen Manufacturing is to become the leading manufacturer of architectural lighting products in North America. We deal honestly and fairly with our customers and fellow employees. We will endeavor to provide the highest levels of quality throughout design and manufacturing. Outstanding customer service and reliability are essential in all actions of the employees of this organization. We will create and maintain a learning and educational environment by focusing on service. We will be inventive in our process.

**Position Title:** Executive Assistant

**Department:** Administration

**Supervisor:** President

**Job type:** Full time permanent position

**Position Summary**

Reporting directly to the Company President, the Executive Assistant will act as the liaison between the President and senior staff, scheduling appointments and meetings and ensuring all parties are prepared. Additionally, the Executive Assistant will produce and facilitate the implementation of business processes and procedural within the organization improvements.Independent inquiry as well as follow through and critical thinking skills will be a daily requirement for this position, including brainstorming and providing feedback in one-on-one meeting with a President.

**Primary Responsibilities**

* Work in a collaborative team environment, coordinating and keeping others informed of requirements to deliver seamless services to the President
* Assist the President in the development and implementation of a reporting structure format involving reviewing the progress of managers towards weekly objectives/goals to prepare the President for one-on-one meetings
* Initiate daily updates for the President on changes to schedule and happening in the company;
* Collect, analyze and interpret client, sales and quotes data to produce reports on a weekly/monthly/quarterly and annual basis; forecasting sales based on the data collected
* Monitoring the database of the sales quotes, archiving obsolete documents as needed
* Prepare complex agendas, schedules, presentations and make arrangements for internal and external meetings as required. Take minutes of meetings, maintain action lists, distribute, and follow up with all relevant parties
* Maintain and update work schedules and calendars of the President
* Prepare travel schedules, book travel arrangements, and make reservations
* Prioritize and direct incoming and outgoing communications; respond as required, verbally or in writing, to routine inquiries
* Review all documents, reports, and correspondence prepared for executive signatures for format, content, grammar, spelling and make edits as necessary
* Present a positive and professional image of Metalumen to all visitors, suppliers, inquiries, and other persons
* Plan and organize educational, communication, catering and social events as needed
* Order business cards and manage the President’s contact database
* Provide backup to the Vice President when away on vacation: prepare all engineering drawings for production, print labels for fixtures ensuring accuracy of the information prepared
* Other duties as assigned.

**Required Qualifications and Experience**

* Ability to positively influence others without having direct authority over them
* University Degree in Business or related field required
* Excellent project co-ordination skills - using logic and reasoning to identify and analyze the strengths and weaknesses of alternative solutions, conclusions or approaches to problems
* Organizational skills, critical thinking, accuracy and attention to detail are a must
* Ability to exercise considerable initiative, judgment, tact and diplomacy
* Ability to listen to ideas and provide creative solutions and suggestions
* A persistent personality and ability to ask assertive questions in order to gain a complete understanding of necessary information
* Personable, with the ability to build relationships and work with internal and external contacts
* Demonstrates company values at all times, in particular, safety, respect and ethics
* Ability to maintain composure, multi -task and prioritize under pressure
* Adaptable and flexible to meeting changing work requirements, as needed
* Advanced computer skills: MS Excel, MS Word, MS Outlook and PowerPoint
* Flexibility to occasionally work outside of normal business hours

What we offer:

* Flexible work environment
* Great compensation/benefits package
* Education and training reimbursement
* Recreational reimbursement
* Employee recognition program
* Social events throughout the year

We sincerely thank all applicants for the interest in this position, however due to the volume of the resumes, we will contact only candidates that closely match the requirements of the position.

In accordance with the Accessibility for Ontarians with Disabilities Act and Ontario Human Rights Code, Metalumen is committed to providing inclusive and barrier free recruitment and selection process. Please notify Human Resources at [hr@metalumen.com](mailto:hr@metalumen.com) of any accommodation you may require.