



This moment brought to you by
MARINE ATLANTIC

At Marine Atlantic, we need people like you to create moments like this.

Confidential Administrative Assistant

At Marine Atlantic, we do so much more than get people from point A to point B. Whether it's reunions, long-awaited trips home, or the start of a new adventure, we bring people together. We couldn't bring people together every day without our own dedicated employees. Our employees are committed to safety, strive for excellence, work with integrity, and are great team players.

Marine Atlantic is looking for a **Confidential Administrative Assistant** to join our team. The work location for this position is in St. John's.

Reporting directly to the Manager of Corporate Administration, the position is responsible for senior level administrative duties. The incumbent provides administrative support to the Board of Directors, the President and CEO, Vice-President of Corporate Strategy and Human Resources, and others as required.

Key Areas of Responsibility:

- Act as "point of contact" and interface with customers (internal and external) and stakeholders on behalf of the Board of Directors, the President and CEO and Vice-Presidents
- Schedule meetings and coordinate calendars and correspondence
- Arrange travel and prepare travel authorizations and related expense claims
- Support executive and respective manager's by reading, researching, and routing correspondence; drafting letters and documents; collecting and analyzing information; initiating communications; and preparing and compiling reports and data from various sources.
- Develop and maintain filing system
- Maintain President's Library
- Provide documentation to the Board for meetings and follow-up
- Take minutes of meetings and document action items as required
- Assist the Crisis Communications team as Recording Officer
- Reconcile and prepare monthly purchase logs
- Receive and track invoices
- Comply with procurement policy
- Promote a safe working environment

This is an exciting and rewarding role that calls for the ability to work comfortably at the most senior level of our organization. The position will be responsible for handling a wide range of executive support related duties. The ability to interact with all levels of employees and stakeholders in a fast paced environment with a high level of professionalism and confidentiality is crucial to this role.



Marine Atlantic
Marine Atlantique

Canada

marineatlantic.ca/hiringnow

EDUCATION

Office Administration Diploma or Secretarial Diploma from a recognized Post-Secondary Institution

OR

A combination of equivalent education, job-related training, and experience in a related position.

QUALIFICATIONS

Essential

- Minimum 5 years of experience in an executive environment and working with Board of Directors
- Proficient in Microsoft Office Applications
- Minimum typing speed of 50 wpm
- Excellent communication, interpersonal, organizational, and analytical skills
- Ability to work unsupervised
- Demonstrated ability to record meeting minutes
- Ability to proof read and edit documents with great attention to detail
- Capable of meeting challenging deadlines
- Ability to manage multiple tasks while maintaining a high standard of work

Assets

- Fluent in both official languages

If you have the ambition to make a difference and you meet the above requirements, please apply on line before **4 pm (Atlantic Time) on 25 July 2017.**

All applicants must apply on:

[Apply Online](#)

Please note: For your application to be considered, all sections and questions must be completed.

Marine Atlantic is a Federal Crown Corporation that provides a vital ferry service link between Newfoundland and Labrador and mainland Canada.

Why Marine Atlantic?

We are dedicated to creating an environment which promotes employee growth, career development, and job satisfaction. Some benefits of working with Marine Atlantic include competitive salaries, defined benefit pension plan, comprehensive health benefit packages, and professional development opportunities. Come experience the pride of working with an organization with newly constructed and revitalized infrastructure that has positioned itself for the future.

Important Information:

Marine Atlantic Inc. is committed to Employment Equity, Diversity, and Inclusion and invites applications from Women, Aboriginal People, Persons with Disabilities, and Visible Minorities.

To receive this job poster in an alternative format or to discuss alternate ways of completing the online application, please contact the Marine Atlantic Human Resources Department (recruiting@marine-atlantic.ca).

