



This moment brought to you by  
**MARINE ATLANTIC**

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

## **Executive Administrative Assistant**

### **VP Finance and Board of Directors**

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 embody our core values; they are diverse, safety oriented team-players who exhibit integrity and commitment, and always strive for excellence. Their understanding and commitment to our values make our employees an invaluable part of our organization.

Marine Atlantic is currently looking for an **Executive Administrative Assistant to the VP Finance and the Board of Directors** to work from our Port aux Basques, NL location.

The Executive Administrative Assistant supports the VP Finance, President & CEO, the Board of Directors and Executive Team in the development and delivery of reports, as well as with leaders across the entire organization on the coordination and submission of information to the Board. The position oversees the production of timely, quality materials and presentations for the Board and Board Committees, maintains relationships with the Board, Board Committees, internal Executive Team, and others, and coordinates Board meetings, including the preparation and distribution of Notices, Agendas, follow-up Reports, and Meeting Minutes.



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### **Additional Key Areas of Responsibility:**

- Maintain VP Finance appointment schedule by planning and scheduling meetings, conferences, teleconferences, and travel.
- Maintain regular contact and interaction with the Board of Directors and address queries, resolve problems and concerns within scope of responsibility from board members on behalf of the CEO.
- Reconcile and prepare monthly acquisition card logs as needed.
- Arrange travel and hospitality/catering for Executive and Board of Directors
- Interface on behalf of the VP Finance and Board of Directors with customers and stakeholders to ensure that all enquires are dealt with on a timely basis.
- Answer telephone calls and respond to general inquiries; direct calls to appropriate department or individual; address customer inquiries/concerns and ensure appropriate follow-up.
- Receive and track all invoices for the VP Finance and Board of Director from vendors.
- Review and monitor VP Finance and Board of Directors financial budget to determine if corrective action is required and make recommendations to the VP Finance and/or the Board of Directors as needed.
- Provide administrative support to the President and CEO and other VPs and Managers as required.
- Work diligently, to promote a physically and psychologically safe working environment, that is diverse, accessible, inclusive and equitable.
- Assist in the accomplishment of company objectives by performing other related duties as required.

### **What qualifications do I need to be considered for this opportunity?**

#### **Education and Experience**

Bachelor's Degree in Business Administration or related field, with a minimum of 5 years of experience in a CEO & Executive level environment including experience coordinating activities with a Board of Directors.

**OR**

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



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## **Additional Qualifications**

- Strong communication skills.
- Demonstrated analytical and research skills
- Strong attention to detail
- Extensive experience in an executive environment and working with Boards of Directors.
- Ability to work in a confidential environment
- Proficient in the use of Microsoft Office Applications with a minimum typing speed of 50 wpm
- Excellent interpersonal skills with the ability to interact with the general public in a professional manner
- Ability to work independently

## **Asset Qualification**

- Fluent in both Official Languages is an asset.

## **Why work for the Marine Atlantic team?**

As part of the Marine Atlantic team, you will participate in a variety of ongoing training programs and development opportunities to navigate your career and chart your course for success. We provide a positive and inclusive work culture that is dedicated to creating an environment which promotes diversity, 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.

## **How do I become a part of the team?**

If you meet the listed qualifications, are interested in this opportunity and exemplify our core values, please apply online before **4 pm (Atlantic Time) on 22 December 2021**.

**All applicants must apply online:**

[www.marineatlantic.ca/hiringnow](http://www.marineatlantic.ca/hiringnow)



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## Note

- Marine Atlantic recognizes the importance of vaccination to reduce the risk of spreading COVID-19 while continuing to provide an essential service to the province of Newfoundland and Labrador. All employees are required to follow Marine Atlantic Covid-19 protocols. As mandated by the Government of Canada, all employees, including new hires, are required to be fully vaccinated for COVID-19, unless a reasonable accommodation is requested and authorized based on one of the prohibited grounds of discrimination as defined by the Canadian Human Rights Act. As part of the recruitment process, proof of vaccination for COVID-19 will be required or the necessary documentation to provide an approved accommodation.

## Additional Information

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

At Marine Atlantic, we are dedicated to building and fostering an inclusive and diverse environment, where all employees and customers feel welcomed, valued, and respected.

Marine Atlantic invites applications from all qualified candidates and hires on the basis of merit. We are committed to the principles of equitable employment for all and strongly encourage applications from women, Indigenous Peoples, persons with disabilities, visible minorities and 2SLGBTQIA+ community members. If you are a member of one or more of these groups, please state to which group(s) you identify in your cover letter, resume or application.

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, in confidence, at [recruiting@marine-atlantic.ca](mailto:recruiting@marine-atlantic.ca).

We are committed to providing an inclusive and barrier-free work environment, starting with the recruitment process. If you need to be accommodated during any phase of the evaluation process, contact the Marine Atlantic Human Resources Department, in confidence, at [recruiting@marine-atlantic.ca](mailto:recruiting@marine-atlantic.ca).

