



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

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

## Executive 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 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 Assistant** to work within our Head Office located in St. John's, NL.

Reporting to the Director Corporate Communications, the Executive Assistant works closely with Senior Management and Leadership providing support with schedule planning, attending meetings, and providing minutes, travel planning, budget planning and reporting. This position will work closely with the Corporate Communications team to meet needs of the internal and external communications functions including the organization's Community Development program.

This role requires an individual who enjoys working collaboratively, has experience multi-tasking and is technologically savvy as there are a variety of computer programs used to accomplish your daily responsibilities.



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## **Additional Key Areas of Responsibility**

- Acts as point of contact for head office by interfacing with other members of the executive team and divisions through the organization. This includes oversight of incoming and outgoing communications, including emails, phone calls, Webex, reports and internal correspondence.
- Maintains the Corporation's official library in accordance with Archives Canada.
- Maximizes efficiency of Senior Management by reading, researching, and routing correspondence; drafting letters and documents; collecting and analyzing information; and initiating communications.
- Prepares confidential correspondence, receives and tracks all invoices; codes and certifies invoices; corresponds with representatives in the Finance Department to ensure timely payment; holds the role of requisitioner in the organization's financial system; and assists in the requirements related to quarterly financial reporting for budgets.
- Handles sensitive/confidential information and assists in the communication of this sensitive information.
- Responsible for a corporate procurement card to facilitate purchases aligning with the corporation's purchasing policies, responsible to reconcile and prepare monthly online logs for approval.
- Acts as an integral member of the team involved in the Community Development Program.
- Prepares and compiles reports and data from various sources in preparation for senior level meetings. Assists with development and editing of presentations.
- Acts as a Recording Officer as part of the organization's Emergency Response team.
- Coordinates translation of documents, where required.
- Assists the role of receptionist through coordination of courier and mail, receive & interact with incoming visitors.
- Works diligently, to promote a physically and psychologically safe working environment, that is diverse, accessible, inclusive and equitable.
- Assists 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**

Diploma in Office Administration or Secretarial Diploma from a recognized post-secondary institution, with a minimum 5 years of experience in a fast-paced, deadline-driven, executive environment

**OR**



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

### **Additional Qualifications**

- Proficient in Microsoft Office Suite Applications.
- Demonstrated time management skills and prioritization capabilities.
- Excellent interpersonal skills and a demonstrated ability to build effective relationships and work collaboratively in a team environment
- Creative thinker who is self-driven, collaborative, and capable of working in a fast-paced environment
- Extensive experience in taking minutes for meetings, typing speed of 50 words per minute
- Demonstrated initiative and self-driven attitude with “hands-on” orientation and willingness to roll up sleeves and get the work done.
- Detail-orientated individual with the ability to proof-read documents & recommend changes.
- Excellent communication skills (verbal and written)
- Ability to work in a confidential environment & interact with stakeholders in a professional manner that includes diplomacy, conciliation & discretion
- Displays a strong commitment to gender equality and social inclusion and working effectively as part of a team.
- Demonstrated enthusiasm for continuous learning.
- Flexibility and accessibility to work outside normal office hours, including travel when required.

### **Asset Qualifications**

- Fluent in both official languages
- Experience working with Boards of Directors

**Please note:** Testing may be required (typing requirements of 50 wpm, keyboarding testing and Microsoft Office testing).

**Salary:** \$ 54,953.60 to \$ 68,692.00

### **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



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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 27 October 2022**.

### **All applicants must apply online:**

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

### **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).



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