

## POSITION DESCRIPTION

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**Title:** Executive Assistant to the President  
**Department:** Executive  
**Reports to:** President  
**Supervises:** N/A  
**Position Classification:**  Exempt  Non-Exempt  
 Full Time  Part Time

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### Primary Objective:

The Executive Assistant is a key component of the overall success of Abstract Developments. This position is responsible for the seamless coordination of all day-to-day activities on behalf of the President, and is the point person in organizing daily meetings, and ensuring timely follow-up on behalf of the President.

This position provides high quality executive assistance and support to the President. This position liaises and communicates effectively with all levels of staff, management and clients on behalf of the President. This position requires an affinity for multi-tasking, working proactively, and applying the latest technology in their work.

### Essential Responsibilities & Duties:

- Provide daily support to the President
- Plan and coordinate all administrative and management meetings
- Assist in the coordination of the President's schedule
- Manage public relations activities in cooperation with Marketing and Sales
- Monitor the development of internal systems
- Proofread documents and correspondence for accuracy before submitting them for approval and signatures
- Maintain the confidence of both the company and the clients of the company
- Return all phone calls and e-mails in a timely and efficient manor
- Notify clients and managers when scheduled items will not be completed on time
- Document all client communication
- File, package and store all current and completed documents according to the office organization system
- Provide Reception back-up: Greeting all office guests, offering a high level of hospitality, and answering phones in a professional manner
- Make routine telephone calls as required
- Coordinate staff functions and parties as required of the President's Office
- Keep current with the latest office/administrative technology

- Maintain utmost confidentiality and diplomacy at all times
- Complete other duties as assigned

**Qualifications:**

- Minimum three (3) years senior Administrative Assistant experience with at least two (2) years of experience at the executive level;
- Experience and demonstrated ability to screen calls, manage calendars, and arrange meetings, travel and events;
- Adept at utilizing the latest technology for office use, communications, and scheduling events and managing calendars;
- Experience accurately preparing agendas and minutes for high-profile internal meetings;
- Excellent proficiency with MS Office particularly Word, Excel and Outlook;
- Shows initiative and the ability to work effectively both independently and within a team environment;
- Excellent verbal and written communication skills;
- Ability to liaise and communicate effectively with all levels of staff and management;
- Ability to handle highly confidential information using sound judgment;
- Well-developed interpersonal skills and the ability to exercise tact and discretion;
- Well-developed and proven customer service skills;
- Strong organizational skills and meticulous attention to details;
- Strong problem-solving and analytical skills;
- Strong multi-tasking skills with the proven ability to meet tight deadlines;
- Demonstrated professional and friendly manner; and
- Shows flexibility and enthusiasm for an unstructured schedule.

**Other Qualities/Personal Characteristics:**

- Resourceful and analytical attitude;
- Ability to excel in a confidential work environment;
- Demonstrated excellent judgment and proven ability to work with senior leaders; and
- A positive attitude with a willingness to learn.

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**Limitations & Disclaimer:**

The above position description is meant to describe the general nature and level of work to be performed by the individual in the position. It is not intended to be construed as an exhaustive list of all knowledge, skills, abilities, responsibilities, duties, physical job demands, and working conditions associated with the position.