



Executive Assistant

Atlantic Cultivation is a young company in a brand new industry with massive growth and career potential. We believe in offering and supplying high quality cannabis to the people of Newfoundland and Labrador and throughout the country. We are currently in construction of our state-of-the-art 110 000 square foot production facility that will allow us to grow high quality cannabis. While this facility is being built we'll be working with our partner, Auxly, to provide products to meet the demands of the Newfoundland and Labrador cannabis market.

Our Culture:

We embrace a fast paced, start up feel at our office and hire smart, driven, adaptable people who have fun and love to work. Being flexible, personable and accepting challenges are all important characteristics to us.

The Role:

- We are looking for an adaptable self starter who is willing to define and grow with this role and the company.
- The successful candidate will be a right hand to the executive team. This person ideally takes initiative and has the ability to predict and execute the needs of the CEO and other members with and without direction
- This role will have a wide variety of duties and will be constantly changing and evolving. The candidate may be required to occasionally work after hours and overtime.

Job Duties:

- Taking formal board minutes
- Maintain work schedules and calendars of executive management team
- Prepare travel schedules, book travel arrangements, and make reservations for senior management and executive staff.
- Coordinate logistics of executive team programs including meetings, seminars, workshops, special projects, and events.
- Review and help prepare documents, reports, and correspondence prepared for executive signatures for format, content, grammar, spelling and make edits as necessary.
- Receive and screen all inbound telephone calls, e-mails, and visitors for the executive office.
- Coordinate office activities.
- Troubleshoot and/or escalate office administration issues.
- Receive incoming mail.
- Review, evaluate, and distribute priority correspondence for executive team.
- Facilitate communication from department managers, business unit leaders, and project managers.
- Prepare and review presentations.
- Present a positive and professional image of the executive office to all visitors, suppliers, inquiries, and other persons.
- Other duties shall be assigned as required.

Requirements:

- Post Secondary Diploma in Business Administration, or relevant discipline, required.
- Secondary School Diploma required.
- 5-7 years' experience in an Administrative role preferred.
- Collaborative team member with good attitude
- Strong knowledge of office procedures and practices.
- Keen attention to details.
- Proficient with Microsoft Office Suite (Outlook, Word, Excel, Power Point).
- Resourceful and flexible.
- Proven organizational and time management skills.
- Impeccable ethical values

Working Conditions

- The successful candidate will work out of our St. John's office
- Manual dexterity required to operate computer and peripherals.
- Interacts with employees, various management levels and the public at large.
- Ability to lift up to 25 lbs.
- Repetitive work.
- Overtime may be required
- Casual dress code
- Full-time

Experience:

- Executive support: 5 years (Preferred)

Language:

- English (Preferred)

If this is you, please send along your resume by October 4, 2019 to careers@atlanticcultivation.com