
February 5, 2017

JOB POSTING:

Personal Executive Assistant

For Bill Robertson, P.Eng.

We are currently looking for a presentable, well-organized and well-written Personal Assistant to support a Senior Partner who is a highly driven business professional living in North Vancouver, who has been in the construction industry for over 45 years and who has a passion for highways. He is a professional engineer and has helped mentor numerous up and coming students throughout his career.

R&R Utility Limited (R&R) is an 8-person engineering and construction management practice with an extensive portfolio of work. With projects throughout Canada, we are focused on transmission lines, energy projects and highways. Bill has ambitious plans to transform the future of highway construction in Canada and to do so; he needs the help of a dynamic, detail-oriented personal assistant.

POSITION SUMMARY

Bill's responsibilities include oversight and operation of R&R, mentoring younger professionals, providing technical guidance on current projects, researching highway initiatives around the globe and lobbying for better highway infrastructure here in Canada. The demands on Bill's time are extensive. The selected candidate will work directly with Bill helping with a diverse range of needs including client relations, scheduling, call screening, travel arrangements, miscellaneous office and personal errands, researching current highway initiatives on other countries, drafting proposals for new highway projects here in British Columbia, Toronto and elsewhere across the country, looking for ways to push-back against the "War on the Car" and general office management. This is a position necessitating a wide range of skills and the ability to manage a constantly changing environment. It also requires a dedicated individual with keen research abilities and good writing and presentation skills.

This is a full time position where flexible work hours may be required. There will be the possibility of local or national travel for the perfect candidate. Hours are typically between 9 a.m. to 5 p.m. PST - Monday to Friday. Occasionally, there may be a need to work additional hours on evenings or weekends.

SKILL REQUIREMENTS

- Highly organized, detail oriented and good memory
- Strong ability to work both independently and as a team member
- Self-motivated individual who needs minimal supervision, can take initiative and get things done
- Self-starter who has the ability to exercise good judgement, solve problems and be proactive
- Proven ability to multitask and effectively prioritize
- Must have excellent command of the English language, both verbally and written
- Excellent interpersonal and oral communication skills
- Willingness to embrace a variety of tasks with a friendly, eager and enthusiastic attitude

- Ability to follow specific instructions and work through a task list independently
- Strong computer skills and tech savvy, including proficiency in MS Office (excel, word, outlook)
- High standards of ethics and confidentiality to handle sensitive information
- High degree of professionalism, flexibility and adaptability
- Dependable and punctual

EXPERIENCE & CERTIFICATION REQUIREMENTS

- Administrative/Executive/Office Assistant: 3-5 years
- College degree is a minimal requirement; university degree preferred
- Professional interest in executive support
- Personal transportation is a requirement
- Must have valid drivers licence
- Must be legally entitled to work in Canada

RESPONSIBILITIES

As a Personal Executive Assistant, you will provide personalized support in a well-organized and timely manner. In this role you will assist Bill with the following:

- Coordinate and manage Bill's personal and work schedule, appointments, travel, reservations, etc., including health and wellness program and personal affairs
- Seamlessly coordinate all travel arrangements and logistics, including frequently changing travel plans
- Screen calls, respond accordingly where appropriate, forward or take messages
- Manage calls, providing friendly and professional greetings and responses
- Welcomes and proactively respond to inquiries in person, on the phone or via email
- Maintain the highest level of accountability, confidentiality, disclosure and discretion
- Arrange and coordinate meetings
- 'Shadow' Bill to assist in note taking, creation of task lists and timely follow up action items
- Record and distribute meeting minutes
- Ensure appropriate follow up before and after meetings with agendas or next steps
- Assists in the preparation of all meeting packages for internal and external meetings
- Ensures Bill is prepared for all meetings and events by organizing and printing any key materials in advance including agendas, itineraries and any other presentation materials
- Assist with prep work for presentations and other such material
- Run various personal and work related errands
- Receive couriers or make bank deposits
- File and retrieve documents and reference materials
- Manage, maintain and improve an electronic filing system for the office
- Ensures sensitive documents are kept confidential and filed appropriately
- Conduct research, assemble and analyze data to prepare reports and documents
- Proofread documents for consistency and accuracy
- Manage expense claims
- Receive, sort and distribute mail
- Coordinate maintenance and repair for equipment and vehicles
- Maintain social media profiles
- Assist with the creation and upkeep of an online blog to support existing highways, prevent the demolition of sections of existing highways (like the Georgia and Dunsmuir Viaducts) and promote new projects in other cities across the nation
- Provides basic IT support and troubleshooting, working closely with the IT consultant for technical support and system management.

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- Assist with website upgrades, maintenance, marketing materials and promotional items
 - Pickup or make coffee, tea or lunch as required
 - Read/scan over news articles for specific content and prepare daily summary
 - Inventory Bill's collection of document and photos
 - Purchase and maintain office supplies and equipment
 - Proactively ensure the entire office including the kitchen, bathroom and common areas are kept clean, organized and fully-stocked as needed

SUBMISSION PROCESS

- Brief cover letter explaining how you meet the requirements
- One paragraph describing your personal interest in this job posting
- Include confirmation of status to work in Canada
- Complete resume
- Provide a LinkedIn reference, if applicable
- References (Minimum of 3)

SOME IMPORTANT THINGS TO KNOW

- Following the instructions above is the first part of our selection process
- Grammar and spelling are important and they count
- Please use the email provided to reach us
- Please do not contact us by phone or drop into the office
- Would prefer someone who is frustrated with the lack of proper highway infrastructure in the Lower Mainland and who supports the use of the automobiles as this aligns with Bills goals.

COMPENSATION

- Competitive salary will be offered the successful candidate
- Company administered benefit plan following a 3-month probationary period
- 2 weeks paid vacation
- Pay rate will be commensurate with experience (between \$40,000 - \$70,000/year)

Application Deadline: March 13, 2017

While we thank all applications for their interest, only short-listed candidates will be contacted.