

Job Description

Monument Geomatics is a multi-disciplinary firm with expertise in land development services. Located in Belleville, Ontario, Monument is made up of a team of engineers, architects, technologists, and surveyors who take pride in producing quality work and exceeding client expectations.

We are seeking a highly organized and proactive Executive Assistant to provide exceptional administrative support to the President. The ideal candidate will possess excellent communication skills, impeccable attention to detail, and the ability to thrive in a fast-paced environment. This role requires a high level of professionalism, discretion, and the ability to handle sensitive information with confidentiality.

Key Responsibilities:

- Manage the President's calendar, schedule appointments, and coordinate meetings, both internally and externally.
- Act as the primary point of contact for the President, screening and prioritizing incoming communication.
- Prepare and edit correspondence, reports, presentations, and other documents as needed.
- Coordinate travel arrangements and accommodations for the President and other executives as required.
- Assist in the preparation of meeting agendas, materials, and follow-up actions.
- Conduct research and compile data to support the President in decision-making processes.
- Liaise with internal departments and external stakeholders on behalf of the President as needed.
- Handle special projects and ad-hoc tasks as assigned by the President.

Qualifications:

- Post-secondary degree or diploma in business administration is considered an asset.
- Proven experience as an Executive Assistant or similar role.
- Exceptional organizational and time management skills, with the ability to prioritize tasks efficiently.
- Excellent written and verbal communication skills, with a high level of professionalism and discretion.
- Proficiency in Microsoft Office Suite (Word, Excel, Outlook).
- Strong attention to detail and accuracy in all work.
- Ability to anticipate needs and proactively address issues before they arise.
- Discretion and confidentiality when handling sensitive information.
- Ability to work independently with minimal supervision and as part of a team.
- Flexibility to adapt to changing priorities and deadlines.

Monument offers a comprehensive benefits package, RRSP matching and profit sharing.

Competitive Wages based on experience.

Please send your resume to info@monumentge.com

Monument Geomatics is a majority Indigenous owned firm located on the traditional territory of the Wendat, Anishnaabeg, and Haudenosaunee Peoples and directly adjacent to the Kanien'keha:ka (Mohawk) community of Tyendinaga. We are a Certified Indigenous Business with the Canadian Council for Aboriginal Business (CCAB) and committed to strengthening Indigenous communities and building relationships between Indigenous and non-Indigenous businesses and communities. Place of the Work.