POSITION DESCRIPTION

Executive Assistant — C-Suite Support

Reports To	President
Supports	C-Suite Team (President + 4 Executives)
Employment Type	Full-Time | On-Site / Hybrid
Experience Required	5+ Years Executive Support

About the Role

The Executive Assistant (EA) serves as a strategic partner and operational hub for the C-Suite, with primary accountability to the President. This is a high-impact, high-trust role for a proactive professional who excels at anticipating needs, managing competing priorities, and enabling senior leaders to operate at their highest level.

The ideal candidate brings seasoned judgment, exceptional discretion, and the confidence to manage up — meaning they push back thoughtfully, raise issues early, and help leaders stay accountable to their own goals and commitments.

Key Responsibilities

Executive & Calendar Management

- Own and manage complex, multi-time zone calendars for the President and C-Suite, optimizing for strategic priorities and energy management
- Exercise independent judgment in scheduling, protecting focused work time and declining or redirecting lower-priority requests
- Proactively resolve scheduling conflicts and communicate changes with professionalism
- Maintain visibility into all leadership commitments and flag conflicts or capacity concerns in advance

Travel & Logistics

- Plan and coordinate all domestic and international travel including flights, accommodations, ground transportation, and itineraries
- Anticipate contingencies and build buffer time; prepare travel briefing packages with agenda, contacts, and relevant background
- Manage travel budgets and process expense reports accurately and on time

Meeting & Event Coordination

- Prepare and distribute pre-read materials, agendas, and briefing documents for internal and external meetings
- Attend select meetings to capture decisions, action items, and follow-ups; distribute notes and track completion
- Organize leadership offsites, team events, board meetings, and executive-level hospitality

Communications & Correspondence

- Draft, edit, and manage executive correspondence including emails, memos, and presentations on behalf of the President
- Act as a professional and polished liaison between the President and internal/external stakeholders

Strategic Support & Special Projects

- Proactively organize, track, and initiate reminders for meeting takeaways, action items, and executive tasks and commitments.
- Conduct research and synthesize information to support executive decision-making
- Manage special projects and initiatives, tracking timelines and following up on outstanding actions
- Identify process improvements to increase executive efficiency and organizational effectiveness

Confidentiality & Relationship Management

- Handle sensitive and confidential information with absolute discretion
- Build strong working relationships across all levels of the organization and with external partners
- Serve as a trusted point of contact and cultural ambassador for the Office of the President

Qualifications

Required

- 5+ years of experience in an Executive Assistant role supporting C-Suite leaders
- Demonstrated ability to manage up — proactively advising, redirecting, and holding leaders accountable
- Outstanding organizational skills with the ability to manage multiple priorities in a fast-paced environment
- Excellent written and verbal communication skills; polished and professional in all interactions
- High proficiency with productivity tools: Microsoft 365 / Google Workspace, calendar platforms, project management tools

- Strong judgment, problem-solving ability, and capacity to work independently with minimal supervision
- Unimpeachable integrity and commitment to confidentiality

Preferred

- Experience supporting a President/CEO or Founder in a growth-stage or scaling organization
- Exposure to board governance, investor relations, or executive communications
- Familiarity with project management platforms (Asana, Monday.com, Notion, etc.)
- Post-secondary education in Business Administration or a related field

What Success Looks Like

Within 90 days, the EA will have mapped all recurring commitments, established preferred workflows with each C-Suite leader, and begun proactively flagging capacity issues before they become problems. Within six months, the President will notice a measurable reduction in administrative friction, improved follow-through on commitments, and more protected time for strategic priorities.

Working Environment

The company believes in working hard, having fun, and striving for success! This role operates at the intersection of urgency and precision. You will be trusted with the inner workings of the executive team and expected to exercise sound judgment in ambiguous situations. The culture values directness, follow-through, and continuous improvement. The right person will thrive in an environment where no two days look alike.

Compensation

Competitive compensation including comprehensive health benefits package, RRSP program, cellphone and laptop.

How to Apply

Please submit your resume and cover letter via email to:

Jaclyn@EmpoweredEA.ca

Only selected candidates will be contacted for follow-up.