JOB POSTING

ST. JOHN'S
International Airport Authority

Executive Assistant

St. John's International Airport (SJIAA) is a not-for-profit, non-share capital corporation with a mandate to operate a safe and efficient air transportation facility at Newfoundland and Labrador's premier transportation gateway. A catalyst for economic growth, we generate our own revenue, raise our own capital, pay municipal taxes, and pay rent to the Federal Government on an annual basis to operate the Airport on behalf of the community we serve. We are committed to offering an exceptional airport experience for our passengers and enhancing the economic and social well-being of our community.

We are currently seeking the services of an Executive Assistant to provide senior administrative, organizational, and confidential managerial support.

ACCOUNTABILITIES

- Planning, coordinating, and prioritizing administrative support services.
- Receiving and screening visitors and/or telephone calls, providing general and specialized information that may require the use of judgment, tact, and sensitivity. These calls include responding to inquiries and providing information to other members of the Senior Leadership Team concerning matters of a highly confidential and sensitive nature.
- Preparing for and attending Board Committee and Board of Director Meetings, when required.
- Communicating with a variety of internal and external customers and stakeholders in a tactful and sensitive manner.
- Organizing, and maintaining electronic and hard copy filing systems, to ensure efficient storage and retrieval of records.
- Composing, keying, and editing documents and presentations, including matters that are confidential and sensitive in nature.
- Gathering data, statistics, and other information to assist the Senior Leadership Team in the analysis and development of reports and other documents.
- Ordering and maintaining an inventory of office and administrative supplies and promotional materials.

IDEAL QUALIFICATIONS

You are a skilled oral and written communicator, and proficient in the use of Microsoft Office Suite applications. Your qualifications include a diploma in Office or Business Administration and at least five years experience in an executive assistant position. Equivalencies may be considered. Your strong organizational skills and adaptability to change make you a valuable team player. You are an administrative professional, with sound judgment and impeccable interpersonal skills. Your ability to communicate orally at a basic level in the French language or interest in acquiring this capacity would be considered an asset.

APPLY TO:
Manager - Human Resources
Administration Office, ATB
Email: careers@stjohnsairport.com

CLOSING DATE: Friday, August 4, 2023

SJIAA is an equal opportunity employer. Proof of education/certifications must be provided prior to appointment to the position. The successful applicant will be required to provide a satisfactory certificate of conduct, and be able to obtain and maintain a Restricted Area Identification Card. Only applicants considered for an interview will be contacted.