

## Corporate Secretary and Executive Assistant

Regina Airport Authority is a Canadian Corporation which operates and develops Regina International Airport (YQR). Regina Airport Authority is committed to the health and safety of its employees and a proud signatory to Mission: Zero.

Regina Airport Authority has a competitive remuneration package, paid leave (vacation, sick, family, etc.), a comprehensive benefits package and a company matched pension plan waiting for you. Paid training and development is also provided.

The successful candidate will possess strong interpersonal and Communication skills with the ability to work in a team environment.

### Position Summary

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The Corporate Secretary and Executive Assistant to the President and CEO is a key member of the management team and is responsible for providing direct and confidential administrative support services to the President and CEO and the Board of Directors.

Key areas of responsibility include:

- Managing the day-to-day administrative support of the Executive team by planning, organizing and coordinating confidential administrative support of the President and CEO.
- Develop and implement communication strategies which include promoting and protecting the organization's reputation.
- Confidential recording secretary for the Board of Directors and related Committees and ensuring the Board of Directors receive the required timely and accurate corporate support.

### Responsibilities

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#### *Office Administration:*

- Provide direct and confidential administrative support to the President and CEO.
- Anticipate requirements, identify, prioritise and prepare information for the President and CEO.
- Receive and screen all inbound telephone calls, e-mails, priority correspondence, and visitors for the President and CEO.
- Review all documents, reports and correspondence prepared for executive signatures for format, content, grammar, spelling and make edits as necessary.
- Manage and prepare travel schedules, book travel arrangements, and make reservations for the President and CEO.
- Present a positive and professional image of the executive team and organization to all visitors.

- Maintain records, minutes and documentation of the executive and management teams as required.
- Maintain an awareness of issues and current events, as well as corporate policies and procedures impacting the Corporation in order to respond accordingly.
- Assist in the preparation and monitoring of the President and CEO's budget and business plan initiatives.
- Prepare correspondence, presentations, reports and draft letters of a confidential and sensitive nature for the President and CEO.

***Administrative Services for the Board of Directors and Committees:***

- Organize and coordinate all Board events within the established budget parameters.
- Provide support services to the Board of Directors through coordination of their activities including travel arrangements and conference registration.
- Coordination and scheduling of Board and Committee meetings
- Attend meetings of the Board and its committees and act as the confidential recording secretary.
- Lead the administrative preparation of the Governance Manual policies for the Board as well as the production of the Business Plan and Annual Report.

**Position Knowledge, Skills and Abilities Requirements:**

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- Must have a post-secondary diploma in Business Administration, Office Administration or relevant discipline
- Minimum of 3 – 5 years' experience supported by the knowledge and understanding of office management and business principles.
- Firsthand knowledge of working with Senior Management and a Board of Directors would be an asset.

**How to Apply**

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Interested individuals should apply in confidence on or before August 18, 2016 by emailing [hr@yqr.ca](mailto:hr@yqr.ca). Only shortlisted candidates will be contacted.