

Executive Assistant - Bilingual (FR/EN)

Company Overview:

CanCrete Equipment Ltd. headquartered in Mississauga, is a leading supplier of parts and equipment for Canada's concrete pumping market. We offer solutions to the concrete industry, be it through new equipment, used equipment, rentals, parts, service, or simply providing advice when needed.

Position Summary:

CanCrete Equipment is looking for an Executive Assistant to support our team with various administrative tasks to support our company's senior-level managers. Responsibilities include but are not limited to managing efficient information/work flow, administrative leadership and problem solving, reception, and office management.

Responsibilities:

- Coordinates workflow to support a fast-paced and priority-driven work environment. This includes overseeing the coordination of meetings and events, travel arrangements, and registration for conferences/training
- Answer, screen and direct phone calls and distribute correspondence
- Assist with general inquires
- Greet/assist customers who walk through the door
- Travel coordination
- Manage executives' calendars and set up meetings
- Filing, faxing, emailing as required
- Organize and maintain office filing systems
- Format information for internal and external communication – memos, emails, presentations, reports
- Administrative/office support duties including ordering supplies for the office
- Act as supporting role to various departments as needed
- Take minutes during meetings and share out
- Other duties as assigned

The Ideal Candidate:

- Work experience as an Executive Assistant, Personal Assistant, or similar role
- Education: College Diploma or University Degree is preferred
- Excellent MS Office Knowledge
- Effective attention to detail and high degree of accuracy
- Ability to effectively communicate both verbally and in writing
- Outstanding organizational and time management skills
- Discretion and confidentiality
- Ability to work in a team environment and independently with minimal supervision
- Ability to meet strict deadlines and short time frames
- Strong work ethic, integrity, and personal accountability

The Benefits:

CanCrete Equipment Ltd. offers a competitive salary, a company sponsored pension matching program, a complete benefits package and great career advancement opportunities. The chosen candidate will have a seat at the decision-making table for a high growth company and ability to make a difference in the direction of CanCrete.

CanCrete values diversity and the contribution of all team members through regular performance reviews, career planning, lunches, BBQ's, annual bonuses and gift cards.