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## Executive Assistant to the General Manager

### **Job Summary**

We are seeking a dedicated and dynamic Executive Assistant to the General Manager to join our team. The ideal candidate is to support the GM in managing day-to-day operations, administrative tasks, and project follow-ups by providing high-level administrative assistance, including documentation, scheduling, communication, and action tracking.

### **Responsibilities**

#### *Administrative & Document Management*

- Draft and format internal documents, letters, reports, meeting agendas/minutes
- Prepare polished PowerPoint presentations and Excel spreadsheets
- Manage and maintain file organization (e.g., SharePoint, Egnyte, or OneDrive)

#### *Scheduling & Communication*

- Coordinate calendars, book meetings, and send reminders
- Draft and send emails on behalf of the GM
- Organize and prepare agendas for leadership or project meetings

#### *Task & Project Follow-up*

- Track action items and follow up with responsible parties
- Keep checklists, dashboards, and trackers up to date
- Summarize meeting outcomes and distribute notes with follow-up tasks

#### *Research & Reporting*

- Gather and compile data for presentations, reports, or decision-making
- Assist with compiling business reports, financial summaries, or KPI updates
- Monitor project timelines and flag delays or resource needs

### **Required Skills & Qualifications**

- Proven experience in a similar Executive Assistant or Project Coordinator role (ideally in construction or engineering)
- Proficiency with Microsoft 365 (Outlook, Word, Excel, PowerPoint, Teams)
- Strong document formatting, presentation design, and data organization skills
- Excellent time management and task prioritization abilities
- Ability to manage confidential information with discretion
- High attention to detail and excellent written/verbal communication skills

### **Bonus Skills (Nice to Have)**

- Familiarity with Asana, MS Project, or other project management tools
- Understanding of construction terminology and operations
- Experience with systems like SiteDocs, Heavy Job, Sage Intact