

Executive Assistant (Vancouver, BC)

GUNN Consultants Inc. is a close-knit team of professionals dedicated to delivering the very best quality engineering consulting services for vertical transportation (aka elevator/escalator) equipment to our clients.

We are looking for a detail-loving, solution-focused superstar to support our Leadership and Administrative Teams in delivering optimal service to our clients. If that sounds like you, read on!

The Role:

The Executive Assistant is the on-the-scene conduit for our industrious Leadership Team, and a vital part of our hardworking Administrative Team. The EA embodies skillful communication and effective problem solving. Duties include:

- Overseeing all incoming and outgoing communications, including emails, phone calls, reports, and internal correspondence for the CEO
- Keeping the CEO's calendar up-to-date, including adding events, rescheduling appointments and providing daily briefings
- Conducting research and creating reports on various topics based on the needs of the Leadership Team
- Keeping important information and documents organized physically, and electronically
- Maintaining a high degree of discretion and confidentiality
- Primary Reception coverage for Receptionist including vacation coverage and breaks
- Special Project Assistance as required

Who You Are:

- A strong critical thinker
- An excellent communicator (skilled in both verbal and written forms)
- Comfortable working autonomously
- Looking for career growth
- Able to connect the dots between what's missing and what's needed
- Solution-focused
- Strong attention to detail, organizational skills, and ability to prioritize tasks
- People Management and Project Coordination skills an asset

Who We Are:

- We have a dynamic and dedicated team who are motivated to produce great things and build a solid reputation in the industry
- We're positive, open-minded, professionals who thrive on new challenges
- We work hard and we have fun doing it!
- We value career advancement and believe in promoting from within
- We offer a modified schedule for most roles to allow every other Friday off
- We promote a healthy lifestyle and exercise with shower facilities
- We organize formal and informal team-building activities throughout the year

As a small but growing company, we need someone who is **self-motivated** (takes initiative) and has a **thirst for excellence**. If sounds like you, and you meet the requirements above, make sure you tell us why in a cover letter and send it our way!

Applications can be sent to hire@gunnconsultants.com.

Hours:

Monday to Friday, 8:00am - 5pm

Compensation:

\$60,000 - \$75,000 plus additional benefits. DOE

***To learn more about our other opportunities, please visit our Careers page at:**

<https://www.gunnconsultants.com/careers/>