EXECUTIVE ASSISTANT TO THE CEO

Job Description: Reporting directly to the CEO of Your Quick Gateway (Windsor) Inc. (YQG) and the Windsor Detroit Tunnel Corporation, the ideal individual will have the ability to exercise good judgment in a variety of situations, with strong written and verbal communication, administrative, and organizational skills, and the ability to maintain a realistic balance among multiple priorities. The Executive Assistant will have the ability to work independently on projects, from conception to completion, and must be able to work under pressure at times to handle a wide variety of activities and confidential matters with discretion.

Roles and Responsibilities

Executive Support
- Completes a broad variety of administrative tasks for the CEO including: managing an active calendar of appointments; completing expense reports; edits and completes first drafts of routine and confidential communications; arranging travel plans, itineraries, and agendas; compiling documents for travel-related meetings; special projects and other tasks that facilitate the CEO's ability to effectively lead the organization.
- Researches, and follows up on issues and concerns, including those of a sensitive or confidential nature.
- Prioritizes conflicting needs; handles matters expeditiously, and follows-through on projects to successful completion, often with deadline pressures.
- Compliance with applicable rules and regulations set in bylaws regarding Board and Committee matters, the CBCA, the OBCA, and Transport Canada.
- Coordinates agendas and issues arising from Board and management meetings.

Qualifications
- Strong organizational skills that reflect an ability to perform and prioritize multiple tasks seamlessly with excellent attention to detail.
- Strong interpersonal skills and the ability to build relationships with stakeholders, including staff, board members and external partners.
- Expert level written and verbal communication skills.
- Highly resourceful team-player, with the ability to also be extremely effective independently.
- Proven ability to handle confidential information with discretion, be adaptable to various competing demands, and demonstrate the highest level of customer/client service and response.
- Demonstrated ability to achieve high performance goals and meet deadlines in a fast paced environment.
- Must be able to obtain a Transport Canada Security Clearance.

Education and Experience
- Bachelor’s Degree.
- Minimum of five years of experience supporting a senior management position.
- Proficient in Microsoft Office (Outlook, Word, Excel, and Power Point), Adobe Acrobat.
- Proficiency in Social Media web platforms will be an asset.

YQG offers a competitive salary and benefits package.
Please apply in writing by Friday, July 24th 2015, clearly stating the position for which you are applying and your salary expectations, to:

Chief Executive Officer
Your Quick Gateway (Windsor) Inc.
3200 County Road 42
Windsor, ON N8V 0A1

We would like to thank all who apply, but regret that only those who are considered for an interview will be contacted.