**Location:** Richmond, BC

The RSR Purpose is to create a world without waste to preserve our planet.

Come work in the business of sustainability and saving the planet! If you want to be a part of the solution towards a healthy and sustainable environment, then Richmond Steel Recycling is the place for you.

**Summary:**

You will ensure outstanding, efficient and professional administrative support to our President. You're highly organized, able to strategically prioritize, and possess strong administrative and problem-solving skills. In addition, you have the proven ability to build and maintain relationships within all levels of an organization while maintaining confidentiality at all times.

**What you will do in more detail:**

* Provide direct administrative support to our president
* Maintain work schedules and calendars of the president, meeting rooms, etc.
* Proactively manage, assess and predict the needs of the president to ensure they are prepared and organised for all internal and external meetings
* Prepare draft reports, background documentation, and research
* Assist in project management and team’s weekly, monthly and quarterly deliverables in alignment with the business strategy
* Review or compose, edit and ensure consistent branding on all communication, correspondence, reports and presentation decks
* Prepare travel schedules, book travel arrangements, and make reservations
* Coordinate logistics of meetings, seminars, presentations, special projects and speaking events
* Take and transcribe notes for meetings
* Receive and screen inbound telephone calls, emails and visitors for the president
* Complete expense reports on behalf of the president and other related duties
* Maintain structure in a fast-paced, highly dynamic environment
* Present a positive and professional image of the president’s office to all visitors, suppliers, inquiries and other persons
* Other duties as assigned

**Requirements:**

* Post-secondary degree or diploma in business administration or other relevant discipline or an acceptable combination of education and experience
* Three to five years of direct work experience as an executive assistant to a busy leader
* Able to build and maintain lasting relationships with all company stakeholders
* Amazing organisational and time management abilities
* Exceptional verbal and written communication and presentation skills next paragraph excellent listening skills next paragraph
* Give attention to every little, tiny detail
* Self-motivated with high energy and an engaging level of enthusiasm
* Technical skills (review of legal documents, contracts etc.)
* Proficient with Microsoft Office Suite (Teams, Outlook, Word, Excel PowerPoint next paragraph resourceful and flexible next paragraph strong knowledge of office procedures and practices
* Able to perform basic calculations and mathematical figures
* Ability to occasionally travel
* Ability to work individually and as part of team
* High level of integrity and work ethics

**Benefits:**

* Salary: 65-75K annually
* Pension plan
* Extended health, vision, and dental benefits
* Employee Assistance Plan
* Team atmosphere
* Training and Development
* and More!