



## Executive Assistant

The Fraser Institute has an opening for a full-time Executive Assistant based in British Columbia or Alberta. The position is ideal for a professional, highly organized individual, who wants to be part of a dynamic, high-performing team. The ideal candidate will have strong communication skills and a proven ability to maintain confidentiality, build trust and create positive working relationships.

### Here's what you'll do:

- Provide administrative support to the President and Executive Vice President.
- Manage executive travel and meeting coordination including travel bookings and itineraries, managing internal and external meetings requests in Outlook, preparing meeting materials, arranging catering services, etc.
- Draft executive-level correspondence.
- Provide administration support for all Board of Director related matters for the Fraser Institute and the Fraser Institute Foundation and their sub-committees including scheduling monthly meetings, preparing agendas, distributing and maintaining meeting materials, taking and filing minutes.
- Provide administrative support for the AGMs for the Fraser Institute and Fraser Institute Foundation.
- Overseeing office administration functions across all FI offices.
- Other administrative duties and special projects as assigned.
- Some travel may be required.

### About you:

- You have a minimum of 5 years' experience in an executive support role.
- You have the ability to effectively meet numerous competing demands, work independently and deal with all matters professionally and confidentially.
- You are calm, assertive and have the ability to anticipate needs and proactively take action/make suggestions.
- You are detail oriented, extremely organized and able to work well under pressure with minimal guidance.
- You have exemplary business communication skills particularly with respect to drafting executive correspondence, answering inquiries (phone & email) and preparing minutes.
- You are highly proficient with MS Office (Outlook, Word, Excel & PowerPoint).

### What we offer

- A collegial work environment that encourages sharing ideas, innovating and learning.
- An opportunity to work alongside some of the most accomplished policy and business experts in the country.
- Professional development and advancement opportunities.
- An attractive compensation package which includes extended health and dental benefits, a fitness benefit, potential for a bonus and a great RRSP plan.

### How to apply

Please email your resumé and cover letter (**including salary expectations**) to the Coordinator, Human Resources at: [careers@fraserinstitute.org](mailto:careers@fraserinstitute.org) with the subject line "Remote Executive Assistant." Application deadline: **May 10<sup>th</sup>, 2024.**

Applications will be reviewed as they are received. We thank all candidates who wish to apply, however, only those selected for an interview will be contacted.