



EXECUTIVE ASSISTANT

COMPANY: Jayman BUILT

LOCATION: Calgary, AB

TYPE: Full-time

JOB DESCRIPTION:

Builder of the year 22 times. Picture a career with us.

As an **Executive Assistant**, you will report directly to the Vice President of our Multi-Family Construction Division and also support the Vice President of our Single-Family Construction Division in Calgary, performing a variety of duties that are instrumental to the organization's success. You have a positive attitude and team spirit as you work alongside the entire Jayman BUILT team.

A Day in the life of an Executive Assistant:

- Support the effective time management of the VP's
- Prepare internal and external correspondence, reports and presentations
- Screen incoming correspondence and reports making preliminary assessments of the importance of materials
- Use judgment and knowledge to decide when to escalate urgent issues, when to handle in the normal course of business, and when issues can be better handled on your own or delegated to managers
- Provide a variety of administrative functions
- Assist with budgeting activities
- Take minutes at all meetings
- Manage and lead the division's Board of Directors meeting material and presentations
- Act as a first point of contact and resource for associates needing assistance
- Lead the office management function
- Organize team events



Performance lives here.

What you will bring to the table:

- You have minimum of 5 – 7 years' experience in a similar role supporting a senior executive
- Experience in the residential construction industry would be asset
- Detail-orientated and able to meet deadlines while providing high quality work
- High degree of discretion and able to maintain confidentiality with Management
- Excellent written and verbal communicate skills
- Proactive and organized
- A self-starter with a strong sense of urgency and ability to take initiative
- Comfort working both independently and within a team
- Ability to react well under pressure, consistently treating others with respect
- Strong computer skills in programs including Microsoft Outlook, Excel, Word, PowerPoint. Experience with Newstar and Fast would be an asset

As a 2022 Best Managed Company, we will provide you the following:

- Salary range: \$52,525.00 - \$87,550.00
- Flexible health and dental benefits.
- Opportunity to participate in a unique Jayman Employee Investment program.
- Customized Training Programs. Continuing education is a focus at Jayman and you have the opportunity to participate in annual education & training.
- Opportunity for growth and career advancement.
- Employee Discounts.
- Social Club events.
- On-site gym & parking.



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Do you see the potential? Are you ready to be part of the lifestyle? Join the award winning Jayman BUILT team and contribute to our exceptional track record, with over 30 thousand homes built in the last 43 years. Please apply with your resume and cover letter to careers@jayman.com.

We thank all applicants for their interest; however only those selected for an interview will be contacted. No telephone or agency inquiries please.