



Job Description: Executive Assistant

Be part of a dynamic and growing sector and team. The Canadian Aquaculture Industry Alliance (CAIA) is the voice in Ottawa for the Canadian Aquaculture sector. This young and innovative agricultural/fisheries sector has been identified by many experts as one of the bright spots in the Canadian economy for strong growth in the coming years. We are expanding our operations and invite you to apply for the position of: **Executive Assistant**.

Qualifications:

Required:

- High school, College or University degree
- Three (3) or more years' experience in office/organizational administration
- Microsoft Office proficiency (Word, Excel, PowerPoint, etc.)
- Ethical, positive team player with excellent interpersonal skills
- Travel and meeting scheduling
- Exceptional communication skills (written and verbal)

Preferred:

- Bilingual English/French
- Executive administration
- Financial administration
- Graphics capabilities for PowerPoint presentations

Job Description & Key Accountabilities:

Executive Support (40%):

- Support Executive Director in scheduling of meetings, travel and organization
- Assist in organization of major events and CAIA team meetings in Ottawa

Team & Office Support (60%):

- Process monthly expenses
- Support Bookkeeper with invoicing
- Support Communications team with distribution of communications materials, as required
- Maintaining administration files, office supplies and equipment
- Support logistics for meetings in office and outside of office (e.g. food, technology, etc.)



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**CANADIENNE DE
L'AQUACULTURE**

Hours and Remuneration:

- Contract, 15 hours/week
- \$21/hr
- Hours to be split over 4-5 days each week
- Regular hours, but structure to be finalized in discussions with CAIA (e.g. start at 9:30 or 10:00 am – end at 2:00 pm)

Deadline and Contact:

Interested candidates are encouraged to send their resume and a cover letter to careers@aquaculture.ca by Friday, May 19, 2017 to the attention of Ms. Lynn Gingras, Office Administrator, Canadian Aquaculture Industry Alliance.

We wish to thank in advance all applicants however only those selected for interviews will be contacted.