



KEITH PLUMBING & HEATING CO. LTD

#1 – 40 GOSTICK PLACE, NORTH VANCOUVER, BC. V7M 3G3

MECHANICAL GENERAL CONTRACTORS

"Since 1911"

Keith Plumbing and Heating, a company of Modern Niagara Group, is an industry leader in Mechanical, Plumbing and Building Services. Striving to be the contractor for life of all building systems. At KPH we value teamwork, initiative, determination, professionalism, and passion. Working here you will find a creative team focused on delivering high quality customer satisfaction, and employees who thrive from working in a fast paced, collaborative and innovative environment.

We are seeking a highly organized and detail oriented **Executive Assistant** to join our team in **North Vancouver**.

The Executive Assistant role encompasses a wide range of duties, some of which include; supporting and leading various initiatives and projects, supporting senior level management daily, reporting and tracking with ongoing executive administration. This position will require an analysis of the businesses existing processes and procedures ensuring; fluency, accuracy and efficiencies are being maximized. Your research and findings will be put towards as an initiative towards how to better improve areas of deficiency and improvement with suggestions of advancement on how to best execute the changes with you at the lead.

Key aspects of the role are:

- Actively participate and contribute in research and analysis of the existing business practices and procedures
- Communicate with heads of departments, support on an ongoing basis
- Planning and execution of new business systems and reporting
- Maintenance, updating, and tracking of all correspondence
- Assistance with presentation creation and execution
- A liaison for departmental support

Qualifications:

- Multiple years of experience at the executive level, supporting multiple heads of department
- Strong communication skills, written and verbal.
- High degree of professionalism and confidentiality
- Independent, and self-motivated with ability to work autonomously.
- Strong organizational skills, with strong prioritization. Ability to work on multiple projects simultaneously
- Proven strong ability in executive level office administration, with advanced skills in MS Office

Please submit your resume today to:

<https://modernniagaraepic.bamboohr.com/jobs/view.php?id=115>

We thank all applicants for their interest, however, only those selected for an interview will be contacted.