

**Executive Assistant
Develop Nova Scotia
Halifax, Nova Scotia**

About Develop Nova Scotia:

Develop Nova Scotia builds things. And how we build them matters as much as what we build. We engage Nova Scotia's diverse communities to lead and support projects that contribute to authentic, inclusive, sustainable places where people love to be. This place-based approach to economic development provides more opportunities for community participation, inclusion, and resilience so that the most important thing we build is community.

As the crown corporation responsible for leading sustainable development of high potential property and infrastructure across Nova Scotia, Develop Nova Scotia drives inclusive economic growth in the province. Our mission is to support the creation of sustainable places right across Nova Scotia that attract and inspire people and investment.

Our people are a passionate and industrious bunch of placemakers. We're engineers, planners, architects, designers, program developers, property managers, storytellers, creatives, pragmatists, stewards of public investment, believers, dreamers, doers. We all work closely with community to ensure good ideas are developed and given the space to thrive— and we know that to do it well it needs to be done with everyone.

Please visit www.developns.ca for more details on Develop Nova Scotia's mandate and programs.

Position Summary:

The Executive Assistant (EA) to the President and CEO is responsible for providing executive and administrative support to the President and CEO. The EA serves as the primary point of contact for internal and external inquiries on all matters pertaining to the office of the President and CEO.

The position requires an individual with the ability to exercise good judgment in a variety of situations; has strong written and verbal communication, administrative, and organizational skills; and the ability to maintain a realistic balance among multiple priorities. The EA will have the ability to work independently, demonstrate adaptability and positivity in an ever-changing work environment, and be able to calmly work under pressure to handle a wide variety of activities and confidential matters with discretion.

Executive Office Responsibilities:

- Provide executive support to the President and CEO and other members of the Senior Management team as required.
- Organize meetings, including logistics, drafting agendas, developing and coordinating all pertinent documents, taking and preparing meeting minutes, and coordinating follow-ups and actions.
- Provide accurate and timely administrative support in areas such as email and calendar management, expense management, maintenance of records and arrangement of travel and itineraries.
- Compile, prepare, and develop a broad range of complex, sensitive and confidential correspondence, minutes and reports, independently or with minimal direction.
- Anticipate the information and planning needs of the President and CEO; recognize potential problems, issues and opportunities and redirect or resolve based on the nature of the concern.
- Assess inquiries directed to the CEO, determine the proper course of action and delegate to the appropriate individual to manage in consultation with the CEO.
- Ensure all staff requests for the CEO are addressed properly, efficiently, with progress tracked to resolution.
- Perform all backup duties for Administrative Coordinator.
- Work with CEO/Senior Management Team on matters related to the Board of Directors (minutes, meeting material preparation and distribution) as required.

Education and Experience:

- 7-10 years of experience supporting and working with senior executive leaders and other senior officials.
- University degree or community college diploma in business or office administration or equivalent combination of education and work experience.
- Proficient with all Microsoft Office software (Excel, Word, PowerPoint, Outlook, Teams), Adobe PDF software. Experience with Apple products is an asset.
- Strong organizational skills that reflect ability to perform and prioritize multiple tasks with excellent attention to detail.
- Strong interpersonal skills and the ability to build relationships with stakeholders, including staff, board members, public and private sector investors, and key stakeholders.
- Excellent written and verbal communication skills.
- Demonstrated proactive approaches to problem-solving with strong decision-making capability.
- Highly resourceful team-player, with the ability to also be extremely effective independently and calm under pressure.
- Proven ability to handle confidential information with discretion, be adaptable to various competing demands and demonstrate the highest level of customer/client service and response.

Develop Nova Scotia is actively working to be deliberate in how we engage communities in our work to ensure all voices are at the table—especially those who traditionally haven't been there before. We're also working to build a diverse team that reflects our communities at all job levels. Develop Nova Scotia's values are deeply rooted in diversity, equity, inclusion, and reconciliation and we

encourage applications from Indigenous persons, African Nova Scotians, people of colour, people with disabilities, and women in occupations or positions where they are underrepresented. Members of these groups are welcome to self-identify through their application materials if they wish.

Note: All Develop Nova Scotia employees will be required to provide proof of vaccination as of November 30, 2021.

Closing Date: November 17, 2021

Return Resumes to:

Attention: Anna Marenick
Develop Nova Scotia
Old Red Store, Historic Properties
Suite 301 - 1875 Upper Water St. Halifax, NS B3J 1S9
Email: careers@developns.ca

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