



Executive Assistant

Company Overview:

KWESST is an Ottawa-based defence and security company that develops and delivers next-generation technology for military and first responders. The company is proudly Canadian and provides Dismounted/Mounted Domain Expertise in Command-and-Control software development, integration, and support services.

Job Description:

KWESST is seeking a highly skilled and experienced Executive Assistant (EA) to join our team.

The EA will report to the President and CEO and serve as the primary point of contact for internal and external stakeholders pertaining to the Office of the President and CEO. The EA will also serve as a liaison to the board of directors and the senior management team.

The EA will also be responsible for general office administration tasks and expected to support all levels of management.

This is an on-site position.

Job Responsibilities:

Complete a broad variety of administrative tasks for the President and CEO including managing an active calendar of appointments; completing expense reports; composing and preparing confidential correspondence; arranging complex and detailed travel plans; itineraries; and compiling documents for travel-related meetings.

Plan, coordinate, and ensure the President and CEO's schedule is followed and respected. Be a "gatekeeper" and provide a "gateway" role, creating win-win situations for direct access to the President and CEO's time and office.

Work closely and effectively with the President and CEO to keep him well informed of upcoming commitments and responsibilities, following up appropriately and in a timely manner. Act as a "barometer" having sense of issues taking place in the office and keeping him informed.

Communicate directly with Board members, staff, and management on matters related to the President and CEO's program initiatives.

Research, prioritize, and follow up on incoming issues and concerns and determine the appropriate course of action, referral, or response.

Qualifications:

10+ years as an Executive Assistant or in a similar role.

Progressively responsible with varied office management experience.

Strong communicator.

Must be flexible and adaptable.

Experience:

Demonstrated ability to exercise good judgement in a variety of situations, with strong written and verbal communication, administrative, and organizational skills.

Strong attention to detail.

Expert skills with Microsoft Word, Excel, PowerPoint and SharePoint.

Ability to interact effectively at all levels and across diverse cultures.

Be a team player, with the ability to work independently while meeting deadlines.

Must be able to obtain and maintain Canadian Security Clearance and Controlled Goods Program Clearance.

Eligibility to work in Canada either as a Canadian Citizen or Permanent Resident.

Considered as an asset:

Bilingual (French and English).

Experience in a defence company setting.

How to Apply:

If you have a strong passion for this role and are eager to join the dynamic team at KWESST, we invite you to submit your resume to employment@kwesst.com. Please make sure to emphasize your pertinent experience and any certifications you hold.

KWESST is an equal opportunity employer and is committed to providing equal employment opportunities to all qualified individuals regardless of race, color, religion, sex, gender identity, sexual orientation, marital status, national origin, age, disability or any other protected status under applicable law. We celebrate diversity and are dedicated to creating a work environment that is inclusive and welcoming to all, including LGBTQ2S+ individuals. Our hiring decisions are based on qualifications, merit, and business needs. In every step of the interview procedure, KWESST is committed to providing accommodations.