

## **Executive Assistant to CEO**

### **Helona**

#### **Job Description**

Our mission is to provide our business partners with safe, affordable medication. We believe that patients deserve to be treated with the best available medication. Service is the key and we emphasize excellence in every aspect of our relationship with the customer. Helona continues to strive for excellence and become an industry leader in Health Care Wholesale.

#### **Values:**

- Diversity
- Integrity
- Trust
- Accountability
- Commitment to Customers
- Passion
- Fun
- Innovation

#### **Main duties**

- Manage sensitive matters with a high level of confidentiality and discretion especially decisions directly impacting the global operations of the company.
- Coordinate work processing all mail, correspondence and requests; receiving and screening incoming requests, responding to routine and complex inquiries, determining priority and forwarding appropriately for follow-up as/when appropriate.
- Prioritize communications for information/action and sustain a daily calendar of meetings and events.
- Prepare Word, Excel, PowerPoint presentations, agendas, reports, special projects and other documents in support of objectives for the organization.
- Arrange travel and accommodations for executives. Prepare expense reports.
- Screen incoming telephone calls; take and deliver accurate messages; respond to requests by gathering and providing information and referring non-routine calls to the appropriate staff.
- Excellent communication and time management skills; proven ability to meet deadlines.
- Ability to function well in a high-paced environment; performs additional duties as assigned by executives.
- Manage the Executive's contacts

- Assist in preparing and managing presentations and decks.
- Be responsive to emails/texts/phone calls, with contact outside normal business hours
- Welcome the Executive's guests by greeting them, in person or on the phone; answering or directing inquiries.
- Use discretion, confidentiality, and good judgment to handle C-Level matters.
- Represent the company and the Executive in a positive light through great follow-through skills and sound judgment.
- Conserve the Executives' time by reading, researching, collecting and analyzing information as needed, in advance.
- Support all internal and external HR related inquiries or requests
- Other duties may assigned

### **Employment requirements**

- related experience required in working in an executive assistant role
- Ability to work independently with little or no supervision, as well as the ability to work collaboratively with a positive attitude.
- Advanced Proficiency in Microsoft Office (Word, Excel, and PowerPoint)
- Exceptional professionalism and discretion, with the ability to represent Management in a positive and effective manner.
- Great attention to detail
- Outstanding organizational and time management skills
- Excellent verbal and written communications skills
- Superior written and verbal communication skills with the ability to communicate with all levels of the organization.
- Proven ability to demonstrate a high level of confidentiality, including tact and discretion in preparing, disclosing and handling information of a sensitive nature.

Hours: Full-time, Part-time, Permanent

Wage: \$14.00-\$25.00 per hour

Location: Winnipeg

Contact Email:

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