



The Industrial Technology Centre is looking for an
EXECUTIVE ASSISTANT
to join our growing team!

About Us: The Industrial Technology Centre exists to provide professional testing and calibration services to our clients, so they can be confident in their operations. We are internationally known and hold accreditation to ISO 9001 and ISO 17025 in our testing and calibration laboratories.

We are searching for an executive assistant that can support our leadership team in their mission to provide top-notch testing and calibration services. Your proactive and anticipatory mindset will be crucial in ensuring smooth operations.

Key Traits & Skills:

- Organizational Skills: manage calendars, schedule appointments, and coordinate meetings. Be adept at prioritizing tasks and managing time efficiently.
- Communication Skills: be proficient in written and verbal communication. Draft emails, memos, and reports. handle phone calls and other forms of communication on behalf of the executive.
- Professionalism and Discretion: handle sensitive information with discretion. Maintain a high level of professionalism in all interactions.
- Technology Proficiency: have familiarity with office software (Microsoft Office Suite, Intuit QuickBooks, etc.). Be proficient with calendar and scheduling software.
- Problem-Solving Skills: handle unexpected situations well and find solutions to challenges.
- Administrative Tasks: perform administrative tasks such as purchasing, shipping, managing files, handling correspondence, and maintaining records.
- Interpersonal Skills: build and maintain relationships with internal and external stakeholders, including clients, suppliers, associates, and team members.
- Multitasking: juggle multiple tasks and responsibilities efficiently, without sacrificing the quality of work.
- Team Player: work collaboratively with other members of the organization and provide support as needed.



Qualifications:

- Post-secondary education, preferably related to business administration or office management.
- Previous experience as an executive assistant is an asset.
- Proficiency with Microsoft Office Suite (Word, Excel, Powerpoint, Outlook) is required, and familiarity with QuickBooks Online Advanced is an asset.
- Strong written and verbal communication skills.
- Detail-oriented, accurate, and effective organizational skills.
- Type-A personality.
- Problem solving, adaptability, and flexibility skills are an asset.

We are located at 78 Innovation Drive, Unit 200, in Winnipeg, MB. We are part of the University of Manitoba's SmartPark Research Park, close to the University and many amenities of South Winnipeg.

**Resumes can be sent to careers@itc.mb.ca
with EXECUTIVE ASSISTANT in the subject line.**