



Entrée Canada Destinations is a provider of **luxury travel services** specializing in the creation of unique, supernatural holidays, retreats and corporate visits throughout Alaska and Canada. Using our handpicked collection of elegant hotels, transportation, and activity companies we stretch our imaginations to engineer the perfect Alaska or Canadian visit for our discerning clientele.

**Position:** Executive Assistant

**Type of position:** Permanent, Part-time Position, 3-5 days/week

**Start Date:** Mid-July 2017.

**Job Description:**

This candidate will need to be well versed in all aspects of administration and will have proven experience in a role supporting an executive position. This role will ensure the smooth and efficient operation of administrative functions and to help the CEO, General Manager, and Controller to be as successful as possible. This person must be highly organized and demonstrate our core values, vision, and mission statement. This position is well suited to someone with knowledge of the tourism industry.

**Responsibilities will include:**

- Support the executive team consisting of the CEO, General Manager, and Controller
- Act independently with a high degree of professionalism, confidentiality, and discretion
- Take minutes during meetings and keep team apprised of deadlines and action items.
- Co-ordinate and assemble relevant information for executive meetings
- Assist with planning our team meetings, parties, retreats, events
- Assist with the running of and maintenance of our head office
- Administer various functions as directed by the executive team
- Assist and/or lead various projects as directed by the executive team
- Work closely with the executive team to ensure the smooth running of the company and perform ad hoc duties where necessary

**Skills & Qualifications required:**

- Minimum 5 years demonstrated administrative support at the executive level
- Ability to work in a team environment as well as independently
- Excellent organizational skills with attention to detail
- Exceptional interpersonal and communication skills with strong editing and proof-reading capabilities
- Demonstrated ability to prioritize in a changing environment and work well under pressure
- Experience with payroll an asset
- Experience working with US an asset
- Ability to think strategically; to consider broad-scope issues, alternatives and impacts from a business perspective

If you are an enthusiastic and committed individual, looking for a challenging position with lots of variety, in a fun & dynamic environment then please forward your resume and covering letter to [careers@entreedestinations.com](mailto:careers@entreedestinations.com). No phone calls please.