



## Join Our Team

Neptune Bulk Terminals (Canada) Ltd., a leading bulk material export facility located on the North Vancouver waterfront, is seeking an individual to join our Administration team. The Executive Assistant is directly responsible for providing administrative support services to Neptune President (primarily) and to key members of the executive management team, coordinating the meetings of the Board of directors, executive meetings, and overseeing the requirements for efficient day-to-day administration of the office of the President. The ideal candidate is an Executive Assistant who has prior experience directly supporting higher executives within a company, along with the ability to adapt to diverse personalities, and demonstrate strong time management skills in a team environment. This is a permanent full time position, reporting to the President.

## Executive Assistant

### Location, North Vancouver, BC

The successful candidate must have exceptional organization and planning skills and bring strong customer focus, multi-tasking, communications and people skills to this position. Candidate should possess a minimum of an Executive Assistant Diploma supplemented with related corporate secretary or paralegal experience. Preferred candidates shall possess a minimum five (5) to (10) years' executive experience supporting the president or Vice President.

Candidates must also have a proven ability to operate in a fast-paced environment and manage multiple tasks simultaneously in efficient manner while developing and maintaining effective relations with other stakeholders, management and third parties. Strong commitment to governance compliance would be a definite asset.

Neptune is a leading employer on the waterfront. We offer competitive compensation and a strong benefits package. Candidates will undergo a thorough employment assessment including formalized testing, interviews and reference checks. The successful applicant will also be required, as a condition of employment, to undergo an independent Company sponsored medical examination.

*As federally regulated employers, Neptune and other port terminals anticipate that we will soon be subject to a vaccine mandate. Please indicate on your application if this would be a concern for you.*

Take your career to the next level work and join our team. Send your resume before **December 2, 2021** to:

**c/o Human Resources**

**Neptune Bulk Terminals (Canada) Ltd.**

**PO Box 86367**

**North Vancouver, BC V7L 4K6**

**Email: [jobs@neptuneterminals.com](mailto:jobs@neptuneterminals.com)**

While all applicants are thanked for their interest, only those chosen for interviews will be contacted.