

ADMINISTRATION

Positions in the Forest Products Industry



EXECUTIVE ASSISTANT

receptionist, office administrative assistant, office administrator, administrative assistant, executive assistant

Executive assistants co-ordinate administrative procedures, public relations activities and research and analysis functions for members of legislative assemblies, ministers, deputy ministers, corporate officials and executives, committees and boards of directors. They are employed by governments, corporations and associations.

KEY RESPONSIBILITIES



Executive assistants perform some or all of the following duties:

- Establish and co-ordinate administrative policies and procedures for officials, committees and boards of directors
- Analyze incoming and outgoing memoranda, submissions and reports and prepare and co-ordinate the preparation and submission of summary briefs and reports to executives, committees and boards of directors
- Prepare agendas and make arrangements for committee, board and other meetings
- Conduct research, compile data, and prepare papers for consideration and presentation by executives, committees and boards of directors
- Meet with individuals, special interest groups and others on behalf of executives, committees and boards of directors to discuss issues and assess and recommend various courses of action
- Liaise with departmental and corporate officials and with other organizations and associations on behalf of executives, committees and boards of directors.

EDUCATION AND TRAINING



Completion of secondary school is required. A bachelor's degree in public administration, political science or a related discipline is usually required. Experience in a related administrative occupation is usually required.

Here is a complete list of Canadian Universities and Colleges:
thegreenestworkforce.ca/education

Notice

The requirements listed are generally required qualifications for this Career Type. The qualifications may vary based on the employer and/or the geographic location of that job.

THIS JOB IS RIGHT FOR YOU IF:



- You want to live an oversized life in one of Canada's beautiful forest communities
- A sense of community is important to you
- You like variety and learning new things
- You want to make a difference working in a green job
- You like math
- You like solving problems
- You have an analytical mind
- Business and finance interests you

DARE TO COMPARE

See how much time and money you would save by moving to a forest community.

thegreenestworkforce.ca/compare

If you want good pay, opportunities to learn on the job, a great lifestyle and the chance to work in Canada's Greenest Workforce, then the forest products industry is right for you.

FIND OUT MORE AT THEGREENESTWORKFORCE.CA



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