

## EXECUTIVE ASSISTANT

Questor ([www.questortech.com](http://www.questortech.com)) is an international award-winning clean technology company focused on emissions reductions and helping our clients get to net zero. We are best known for our technical expertise in this space and for producing the world's most efficient and highest performing patented waste gas combustion solutions.

### POSITION OVERVIEW

Are you a highly motivated, proactive, passionate professional that thrives in a fast-paced corporate environment? This is an outstanding opportunity to add significant value to the team of a highly regarded and longstanding company doing pioneering work in the global emissions reduction space.

Working directly with the Executive Team, Questor looking to hire an experienced Executive Assistant with a desire to continually learn, grow and contribute to the team.

Success is defined in this role as someone who partners effectively with the Executive Team, is organized, effective at prioritizing, able to manage multiple deliverables and keeps the office and team running smoothly.

### THE CANDIDATE WE ARE LOOKING FOR

- Outstanding project management skills with impeccable prioritization and multi-tasking abilities
- Pragmatic and able to solve problems independently
- Intuitive thinker, able to look outside of the box thinker
- Helps foster a culture of quality, ownership and accountability within the company
- Professional and client focused
- Excellent communication skills
- Able to work effectively within a diverse team
- Strong relationship building skills and ability to become a trusted partner with the CEO and CFO
- Maintains utmost level of confidentiality at all times
- A career history of working in growth orientated, agile and highly dynamic entrepreneurial companies.

### EXECUTIVE ASSISTANT RESPONSIBILITES

Responsibilities include:

- Proactive management and prioritization of the CEO's schedule, calendar, emails and contact list
- Attend and support CEO at various client meetings, including preparation and follow up of action items
- Act as a key point of contact among executives, employees, clients and other external partners
- Review, research and draft correspondence including agreements
- Maintain employee records/files in confidential and professional manner, coordinate onboarding of new employees and assist the CFO with certain payroll related functions
- Administer and maintain company's drug and alcohol testing program
- Maintain HSE compliance administered through various contractor management systems; includes monthly, quarterly and annual statistic reporting; developing and updating company HSE policies; coordinate insurance updates
- Perform Office Manager duties: manage and maintain office supplies and equipment inventory; coordinate office moves; telephone system management/maintenance; receiving and distributing

The Executive Assistant position is a key role within Questor and continually evolves as the company continues to grow.



#2240, 140 4 Ave SW  
Calgary, AB T2P 3N3

[questortech.com](http://questortech.com)  
+1.844.477.8669

#### **EDUCATION AND CONTINUOUS LEARNING**

- Minimum of 8+ years experience as executive assistant working directly with executive management or equivalent experience
- Advanced Microsoft Office skills with proven ability to become familiar with firm-specific and new programs and software
- Growth mindset with a history of continuous learning.

No Agencies or phone calls please.