



EXECUTIVE ASSISTANT

ABOUT US

Questor (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 outstanding opportunity is not your typical Executive assistant role, Questor is looking for an experienced, dynamic, and energetic individual who's not afraid to go the extra mile, think outside the box and wear multiple hats to support and add value to the Executive Team.

As the Executive assistant, you will provide a high-level of administrative and business support to the Executive Team and serve as a liaison to the board of directors and business partners. You must be creative, articulate and enjoy working within an entrepreneurial environment. The ideal candidate will have the ability to exercise good judgment in a diversity of situations, with strong written and verbal communication, administrative, and organizational skills, and the ability to maintain a realistic balance among multiple priorities.

THE CANDIDATE WE ARE LOOKING FOR

- You have next level attention to details and are not afraid to take initiative and be proactive
- Excellent project management skills with impeccable prioritization, organization, and multi-tasking abilities
- Strong relationship building skills and ability to become a trusted partner with the CEO and CFO
- Has a strong business sense and can decipher priorities and make sound judgement calls when needed
- Service focus- dedicated to meeting the expectations of the Executive Team by maintaining effective relationships with business partners
- Help to foster a culture of quality, ownership, and accountability within the company
- Excellent written and verbal communication skills
- Able to work effectively within a diverse team
- Manage sensitive matters with a high level of confidentiality and discretion
- A career history of working in growth orientated, agile and highly dynamic entrepreneurial companies.
- Enthusiastic, can-do attitude

EXECUTIVE ASSISTANT RESPONSIBILITIES

Responsibilities include:

- Proactive management and prioritization of the CEO's schedule, calendar, emails, and contact list

- Schedule internal and external meetings, coordinating all logistics and details providing relevant preparation materials, and ensuring appropriate follow-up
- Attend and support CEO at various client meetings, including preparation, taking meeting notes and following up on deliverables
- Act as a key point of contact among executives, employees, clients, and other external partners
- Review, research, and draft letters, correspondence, and presentations on behalf of the executive team
- Review, update, and draft agreements for the Company relating to operational activities as directed and supported by the executive team
- 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.

EDUCATION AND CONTINUOUS LEARNING

- Post secondary diploma in Business Administration or a related discipline preferable
- Minimum of 5+ 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

WHAT WE OFFER

Questor offers a competitive compensation package, including annual bonus, stock based long-term incentive plans, health spending account and flexible working hours.

To apply please submit your resume and cover letter to hr@questortech.com

No Agencies or phone calls please.