



Title: Executive Assistant

Location: #1, 2315 – 30th Avenue NE, Calgary

Position Summary

We are seeking a highly skilled and professional **Executive Assistant** to provide direct support to the Vice-President.

This role is critical in enabling the Vice-President to focus on strategic priorities by ensuring efficient management of administrative functions, communications, and organizational requirements.

Key Responsibilities

- Managing the Vice-President's calendar, scheduling, and travel arrangements with a high degree of accuracy and efficiency.
- Preparing correspondence, reports, presentations, and meeting materials, such as PowerPoint presentations, monthly corporate reports, business cases and yearly business Plan.
- Providing event planning, coordination and execution of external customer and internal Empire Envelope Ltd. events.
- Coordinating and facilitating communication between the Vice-President, internal teams, and external stakeholders.
- Recording, tracking, and providing follow up on action items and deadlines related to executive initiatives.
- Maintaining accurate and confidential records and documentation.
- Supporting corporate projects and initiatives by providing organizational and administrative assistance.
- Exercising sound judgment and discretion in handling sensitive and confidential matters.

Qualifications

- 3 to 5 years of experience in an Executive Assistant or senior administrative role, preferably in construction, real estate, or related industries.
- Advanced proficiency in Microsoft Office Suite (Word, Excel, Outlook, SharePoint, Teams and PowerPoint).
- Valid driver's licence and access to a reliable vehicle.
- Self-starter with the ability to work under minimum supervision and/or direction.
- Exceptional organizational and time management skills with the ability to manage multiple priorities in a fast-paced environment.
- Strong written and verbal communication skills, with the ability to draft professional correspondence and documents.
- Proven ability to exercise discretion, maintain confidentiality, and demonstrate sound judgment.
- Professional demeanor with strong interpersonal skills and the ability to interact effectively at all levels of the organization.

Key Values

- Build trusting, productive working relationships.
- Take ownership of decisions and their outcomes.
- Collaborate openly, positively, and respectfully with others.
- Set and achieve clear, measurable goals.
- Commit to continuous learning and personal growth.
- Stay current and proficient in technical skills.

What We Offer

- Competitive compensation and benefits package.
- The opportunity to contribute to a growing organization with a strong reputation for excellence.
- A professional and collaborative work environment.

Working Conditions

You primarily work in an office setting during regular business hours. Travel to other branches and work outside of normal business hours or overtime may be occasionally required.

Company Overview

Empire Envelope Ltd. is a leader in building envelope solutions, delivering a comprehensive suite of services including insulation, drywall, painting, roofing, and siding. With a strong reputation for quality and reliability, we support residential and commercial construction projects across Western Canada. Our success is built on professionalism, accountability, and a commitment to excellence in every aspect of our operations.

To learn more, click [here](#).

Qualico welcomes applications from people with disabilities. Accommodations are available upon request during the assessment and selection process.

Candidates being considered will be contacted. We thank you for your interest. Join our [Talent Community](#) to stay up to date on job opportunities and to find out why we have the best reason to come to work every day.

Closing date: September 19, 2025

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