



Travel Manitoba is a Crown Corporation responsible for stimulating innovative, sustainable tourism growth in Manitoba's \$1.6 billion tourism industry. In partnership with the tourism industry, Travel Manitoba is responsible for tourism marketing, destination management, visitor information services, research and public information. We are looking for a highly motivated individual to join our team.

Executive Assistant

Travel Manitoba is seeking a highly energetic Executive Assistant. The Executive Assistant is responsible for providing comprehensive administrative support to the President & Chief Executive Officer (CEO) and Executive Vice President & Chief Operating Officer (COO) in the planning and execution of a variety of Travel Manitoba requirements and services. This position keeps both the President & CEO and EVP & COO abreast of ongoing or arising situations within the Corporation, and must understand priorities as defined by the President & CEO and EVP & COO.

The incumbent maintains constant communication with the President & CEO and EVP & COO to ensure that TMB objectives are met as well as work collaboratively with internal and external stakeholders to achieve Travel Manitoba's performance targets and strategic priorities. This position requires the ability to anticipate needs, think critically, and offer solutions to problems with a high level of professionalism and confidentiality.

Responsibilities:

- Acts as the liaison between the President & CEO and EVP & COO, and the board of directors, government officials, the general public, the travel industry and employees of the corporation.
- Researches and/or prepares highly sensitive and confidential correspondence and reports of the highest quality and reflects the professionalism of the corporation.
- Reviews, coordinates, prepares and distributes various documents, materials, projects and related correspondence.
- Coordinates and maintains daily activities, appointments and schedules on behalf of President & CEO and EVP & COO and prepare meeting rooms/platforms and related items as required.
- Coordinates travel arrangements, accommodation, car rentals and conference registrations.
- Develops and maintains office/electronic filing systems and file confidential records and correspondence.
- Collates, binds and makes copies of materials and distributes as required.
- Researches, analyzes and summarizes information and prepare periodic reports and spreadsheets as required.
- Answers, screens and refers telephone calls, monitors and follows up on voice mail recordings and takes messages as required.
- Greets incoming visitors entering the offices on behalf of President & CEO and EVP & COO.
- Records, types and distributes meeting minutes for EMC and Senior Management meetings.
- Prepares annual budgets, reviews and prepares cash flow analysis for the CEO and board of directors' budgets.
- Maintains expense/mileage claims and prepares monthly expense reports for the President & CEO and EVP & COO.
- Coordinates and organizes management team meetings and retreats, including managing agendas, logistics and required materials.
- Coordinates the board's activities. Makes all necessary arrangements for board meetings including booking meetings space, travel arrangements as needed, audio visual requests, preparing and circulating the agenda and distribution material to the board in advance of the meetings.

- Attends board meetings, takes minutes and distributes them as required.
- Responds to requests from the board.
- Maintains the board of directors and all committee file system.
- Coordinates the Committee's activities. Makes all necessary arrangements for committee meetings including booking meetings space, travel arrangements as needed, audio visual requests, preparing and circulating the agenda and distribution material to the Committee in advance of the meetings.
- Attends Committee meetings and takes minutes.
- Responds to requests from the Committee.
- Researches and maintains a portfolio of all board member recommendations.
- Maintains the schedule of agenda items for the committee meetings.
- Other related duties as required/assigned.

Requirements:

- Graduation from an administrative/clerical program or an equivalent combination of related training and experience
- Minimum 2 years experience in a senior/executive administrative role
- Exceptional organizational skills and impeccable attention to detail
- High degree of professionalism and diplomacy in dealing with a diverse groups of people
- Ability to maintain a high level of integrity and discretion in handling confidential information
- Demonstrated ability to work well under pressure and adhere to strict deadlines
- Experience in handling inquiries and sensitive issues and the ability to coordinate the flow of information internally and externally
- Strong verbal and written communication and interpersonal skills
- Ability to work with confidential and sensitive information
- Strong computer skills specifically with Microsoft Office and video/conferencing software
- Demonstrated ability to work with minimal supervision and as part of a team
- Ability to complete a high volume of tasks and projects with little or no guidance
- Bilingualism (English & French) considered an asset
- Current valid Manitoba driver's license

SALARY: \$52,000

Closing date: September 17, 2021

Travel Manitoba is committed to creating a diverse and inclusive workplace. Preference will be given to candidates who choose to self-identify as BIPOC or a member of underrepresented groups.

We thank all who apply and advise that only those selected for further consideration will be contacted.

Apply in writing or via email to:

Travel Manitoba

Attention: Jennifer Mallare

21 Forks Market Road

Winnipeg, MB R3C 4T7

FX 1.204.927.7828

Email: hr@travelmanitoba.com