



**Position:** Executive Assistant to the COO and the VP Legal Affairs

**Location:** Longueuil

**Period:** From August 15, 2017 to June 15, 2018 (Maternity Leave Replacement)

**Stornoway** is recruiting an Executive assistant. Reporting to the Chief Operating Officer and the VP Legal Affairs, the Executive Assistant's task is to assist them and ensure the completion of all administrative tasks related to this position. The Executive Assistant acts as a first point of contact to the VPs, and will therefore have to show distinction, discretion, good judgment and professionalism towards the different parties and clients. The Executive Assistant must use diplomacy and tact in the different internal and external communications. The Executive Assistant demonstrates impeccable customer service and must have the ability to manage multiple tasks in a constantly changing environment.

**Responsibilities :**

- Create and manage the legal department's filing system ;
- Manage the VP's operational activities ;
- Organise meetings and coordinate movements, travels and corporate events of the Company;
- Processing mail and write correspondence;
- Update and ensure a constant follow-up of the calendar;
- Receive and route the VP's communications (phone calls, fax, emails, etc.);
- Make presentations and reports on Word, Excel and PowerPoint;
- Attend to meetings and write / transcribe reports (use of a dictaphone);
- Provide general / legal information;
- Dispatch information requests to the concerned employees;
- Perform other tasks related to the position assigned by the VPs or other directors.

**Qualifications:**

- Post-secondary education in communication, administration or a related field;
- Minimum of 6-10 years' experience as an executive assistant;
- Experience in a public company or legal field, an asset ;
- Advanced knowledge of Microsoft Office Suite (Word, Excel, Power Point);
- Excellent editorial quality;
- Highly developed organizational skills;
- Resistance to stress and time constraints;
- Timeliness;
- Ability to work flexible hours when necessary;
- Good communication skills and excellent interpersonal skills ;
- Ability to work in a multicultural environment ;
- Ability to deal with various hierarchical levels;
- Autonomy, discretion and diplomacy ;
- Excellent proficiency of French and English.

Please send your resume and cover letter to:

**Stornoway**

Human Ressources Department

**Fax : 418 748-4591**

[hr@stornowaydiamonds.com](mailto:hr@stornowaydiamonds.com)

and indicate the below reference number in the subject line:

**SWY-AFF-CO01-128 – Executive Assistant**

**The deadline to apply for this position is June 25,2017.**