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# EMPLOYMENT OPPORTUNITY

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## Senior Executive Assistant

Location: Calgary

Reports to: CEO/President

### Position Summary

The Senior Executive Assistant is a strategic partner to the C-suite, responsible for providing high-level administrative, operational, and organizational support. This role goes beyond traditional executive assistance, requiring sound judgment, discretion, proactive problem-solving, and the ability to manage complex priorities in a fast-paced environment.

The ideal candidate is an experienced professional who anticipates needs, drives efficiency, and ensures executives can focus on strategic priorities.

### Key Responsibilities

#### Executive Support & Strategic Coordination

- Provide comprehensive support to one or more C-suite executives, including complex calendar, travel, and meeting management
- Act as a gatekeeper and liaison, managing internal and external stakeholder interactions with professionalism
- Anticipate executive needs and proactively address scheduling conflicts, priorities, and deliverables
- Prepare executives for meetings through briefing materials, agendas, and background research

#### Operations & Workflow Management

- Coordinate and manage cross-functional projects and follow-ups on key initiatives
- Track action items, deadlines, and deliverables across executive priorities
- Support the execution of strategic initiatives and board-level activities

#### Communications

- Draft, edit, and manage correspondence, presentations, reports, and communications on behalf of executives
- Serve as a point of contact between executives and internal/external stakeholders
- Ensure clear and timely communication flow across leadership teams

#### Board & Governance Support

- Coordinate board and committee activities, including meeting logistics and materials
- Provide support for preparation of board packages
- Ensure compliance with governance protocols and deadlines

#### Meeting & Event Management

- Plan and coordinate executive-level meetings, offsites, and events
- Manage logistics including agendas, briefing notes, minutes, and follow-ups
- Facilitate seamless execution of internal and external engagements

#### Confidentiality & Discretion

- Handle sensitive and confidential information with the highest level of integrity
- Exercise judgment in prioritizing issues and escalating matters when necessary

#### Process Improvement

- Identify opportunities to improve administrative and operational efficiency
- Implement systems, tools, and best practices to enhance executive productivity

### Required Qualifications

- Minimum 5+ years of experience supporting C-suite executives or senior leadership
- Proven experience managing complex calendars, travel, and executive priorities
- Exceptional organizational, time management, and multitasking skills
- Strong written and verbal communication abilities
- High level of professionalism

### Forward Cover Letter & Resume:

- Andrea Lagrelle – [alagrelle@siksikagc.com](mailto:alagrelle@siksikagc.com) Or Deliver to Siksika Group of Companies Reception Desk

**Application Deadline:**

**Friday June 12, 2026 no later than 4 PM MST**