

## **Protein Industries Canada Career Opportunity**

Protein Industries Canada (PIC) is one of Canada's newly announced supercluster initiatives located in the heart of the prairies. The mandate of the industry-led protein supercluster is to unleash the potential of Canadian crops and accelerate the innovation of plant protein products and co-products. We aim to create stronger connections between large firms, small and medium sized enterprises, start-ups, post-secondary research institutions and government partners, and open the door to new forms of industry collaboration.

We are excited to start building our executive team with experienced professionals who are passionate about realizing Canada's opportunity to be a leading source of high-quality plant protein. A competitive compensation and benefits package awaits the successful candidate.

### **Executive Assistant to the CEO**

Located in Regina, Saskatchewan and reporting to the CEO, the Executive Assistant will be a first point of contact for many of PIC's stakeholders. You will bring skills related to office administration and manage the flow of information to the senior leadership team. You will be organized, professional and client-focussed with the ability to effectively manage multiple priorities. To ensure success in this role, you will have previous experience as an Executive Assistant in a dynamic work environment.

### **What You Will Do**

- Provide preliminary service and support to PIC membership and stakeholders
- Coordinate and manage the schedules, meetings and travel for the executive team
- Prepare and format correspondence, reports, presentations and organizational collateral
- Manage general office and reception functions
- Implement and maintain records management for traditional and electronic files
- Support finance functions including accounts payable

### **What You Will Bring**

- Strong office management and organizational skills
- Proactive approach to customer service and communication
- Ability to manage sensitive and confidential information
- Knowledge of computer hardware and software applications
- A self-starter with a responsible, accountable, honest and respectful attitude

Please submit your cover letter and resume to [protein@sasktel.net](mailto:protein@sasktel.net) on or before November 15, 2018.