



Executive Assistant/Office Manager

Durisol Noise Barrier Systems is the market leader in the noise barrier and retaining wall industry. Our company designs and supply of materials for proprietary noise and retaining wall systems – including Durisol precast absorptive noise barrier panels, transparent noise barriers, fire-rated barriers, narrow footprint retaining walls and MSE retaining walls. We perform all duties associated with our jobs, including sales, engineering/design, manufacturing, and construction support.

Summary

Reporting to the Managing Director, the **Executive Assistant/Office Manager** plays an important role at Durisol. The successful candidate will act as the face of the company and is a key organizer and communicator for the organization. They will be tasked with supporting the Senior Leadership Team (SLT), Department Managers and various areas of the organization. This position is based out of Hamilton, ON.

This position is an 18-month maternity leave contract.

In this position you will,

- Create a welcoming environment by greeting guests, answering phone calls, directing visitors, and taking messages for employees
- Manage customer inquiries or issues and pass them on to the appropriate parties
- Create and distribute company memos through email, letters, telephone calls, Teams
- Schedule and organize meetings in the President & Managing Director's calendar
- Submit and reconcile expense reports
- Maintain a high degree of discretion and confidentiality
- Salary payroll administration using ADP Workforce Now
- Prepare and submit various yearly returns and remittances for the business
- Assist in the preparations for board meetings
- Coordinate the booking and setting up of meeting rooms, travel arrangements, organize conferences and take the lead on catering requests for various functions
- Attend to matters to communicate direction or guidance on behalf of the President & Managing Director
- Compile minutes and meeting notes
- Provide support for Managers and their teams as required (i.e., Sales, Estimating, Finance)
- Maintain Durisol's phone lists and employee birthday emails
- Receive all deliveries and mail and ensure outgoing mail is sent out
- Ensure the boardrooms and meeting spaces are ready for each business day
- Order office supplies and IT equipment when necessary and maintain inventory
- Prepare presentations, edit, and proofread correspondence, presentations, publications, reports, confidential information, and process invoices
- File forms and documents
- Run errands and pick up supplies as needed
- Actively participate in Durisol's social committee
- Assist employees in renewal of professional licenses
- Perform other duties as assigned



What you will bring to Durisol,

- Certificate or Diploma in Administration or equivalent experience is required
- Experience in supporting a senior leadership and management team 2-5 years
- Experience in an office/administrative environment 2-5 years
- Proficiency in Microsoft Office Suite (Word, PowerPoint, Excel)
- Strong organizational skills and attention to detail with the ability to maintain confidentiality while managing sensitive material with the utmost professionalism
- Bookkeeping experience is considered an asset
- Ability to conduct research and create reports or presentations
- Excellent skills in both written and oral communication
- Ability to work in a fast-paced environment
- A valid driver's license and a reliable vehicle as some local travel may be required

If you or someone you know are interested in this exciting career opportunity, please submit your resume to Kim Greenland kgreenland@ekhois.com by August 18, 2023.

Durisol Ltd. is committed to meeting the accessibility needs of persons with disabilities in an effective and timely manner in accordance with the applicable standards set out in the Accessibility for Ontarians with Disabilities Act, 2005 (AODA), the provisions of the Ontario Human Rights Code, and any other applicable legislation. We foster an inclusive organizational culture as an Equal Opportunity Employer.