



Committed to Leadership in Our Industry
Executive Assistant

What we do

At Miller Environmental Corporation, we give industrial by-products (waste) a new life through physical and chemical processing. Our focus on treatment increases the opportunity for reuse, recycling and recovery and drives our mission to provide innovative and accountable environmental management solutions that advance an environmentally sustainable world.

Miller is a 100% Canadian owned company which operates one of the largest independent waste treatment and processing facilities in Western Canada. Through research and innovation, we develop new methods to treat or repurpose waste and strive for the highest recovery rate of waste possible. We treat waste from all regions of Canada and the United States, literally demonstrating that *"All roads lead back to Miller."* Join the Miller team and embark on a career that isn't just about the culture of environmental responsibility but is driving environmental stewardship every hour of every day.

What you will do

The Executive Assistant is responsible for providing administrative support to the President of Miller Environmental and other Executive Management Team members when required; assisting the President to utilize the most efficient and effective use of their time and resources.

Key Duties & Responsibilities

- High-level management support in drafting, reviewing and sending communication on behalf of Miller executives.
- Primary point of contact for the office of the president.
- Liaise with relevant individuals and departments both internal and external.
- Organization and preparation of meeting agendas, materials, documents and logistics of meetings including booking of venues.
- Minute keeping of various meetings and ensuring follow up actions are identified.
- Event planning, coordination and documentation that involves the president and executives.
- Coordination and preparation of presentation materials for meetings.
- Conduct research on various topics based on management needs.
- Assist in coordination corporate donations and sponsorships.
- Uphold professionalism and confidentiality with all corporate matters.
- Travel bookings, coordination and hotel reservations for the executive team.

What you will need

- Extensive knowledge of business and an excellent command of the English language. Must have strong written and verbal communication skills.
- Knowledge of office administrative procedures and experience in operating standard office equipment, at a level generally acquired through 5+ years related experience.
- Computer literacy required (MS Word, Excel, Power Point). Some analytical ability is required in order to gather and summarize data for reports, find solutions to various administrative problems, and prioritize work.
- High level of motivation and customer focus.
- Ability to work well with others.
- Must have high level of interpersonal skills to handle sensitive and confidential situations.
- Work requires multitasking ability as well as continual attention to detail in composing, typing and proofing materials, establishing priorities and meeting deadlines.
- Administrative certifications a plus.
- 5 years administrative assistance required.

What we will provide

Joining Miller gives you the opportunity for growth and development throughout the company, a competitive salary and benefits package, and to be part of a dynamic and diverse culture. At Miller we understand that our strength and expertise come from our dedicated team. We invest in the growth of our knowledge base by offering our team members:

- Extended Health Care Benefits including dental care and prescription drug benefits.
- Travel Insurance coverage
- Annual Cost of Living Allowance increases
- Emphasis on career growth and advancement of employees.
- Matching Pension plan

We support you through:

- Annual vacation
- Personal days off
- Employee Assistance Program (EAP)
- Safe work culture driven by employee participation.
- Post Secondary Education Awards (\$1000.00 annually) for dependents of employees enrolled in post-secondary education.
- Employee Referral program
- Personal Protective Equipment (PPE) Allowance program
- Extensive safety training and development

Joining Miller means that you will be working for an organization that is focused on social and environmental responsibility. We are committed to providing our employees respect, empowerment and accountability, teamwork and a healthy work environment. If you are ready to begin a rewarding career making a difference in our world, we'll help you get there.

Miller is an equal opportunity employer committed to diversity and employment equity. We thank you for your interest. Only those selected will be contacted for an interview.