
EXECUTIVE ASSISTANT

The Canadian Association of Petroleum Producers (CAPP) is the voice of Canada's upstream oil and natural gas industry. CAPP's member companies and associate members are a solution-oriented partner to the world's needs for affordable, responsibly produced, safe and secure energy.

CAPP's member companies produce about 80 percent of Canada's oil and natural gas and contribute over \$100 billion to Canada's gross domestic product while supporting almost 525,000 jobs across the country. CAPP recognizes the importance of delivering reliable, affordable, responsibly produced energy with exemplary environmental, social and governance standards, including managing the risk of climate change.

CAPP's mission is to advocate for and enable economic competitiveness, with environmentally and socially responsible performance and is dedicated to advancing reconciliation with Indigenous peoples. CAPP is committed to ensuring Canada is positioned to help meet global climate commitments as the supplier of choice in a world that demands a lower carbon energy future. CAPP's work is carried out through a variety of specialized policy and technical groups supported by CAPP staff, CAPP members and subject matter experts.

CAPP is seeking an Executive Assistant. This is a full-time permanent position located in Ottawa, Ontario and reports to the Vice President, Sustainability, External Relations and Indigenous Affairs.

Position Summary

This role is primarily accountable for providing support to the Vice President and is responsible for providing the overall coordination of the Ottawa office, including administrative support, to ensure the effective and efficient functioning of the office. This includes maintaining office records, invoice coding, expense report submission and managing the day-to-day activities of the Vice President. The position is responsible for the flow of correspondence and information sharing across a diverse range of internal and external stakeholders.

Responsibilities

- Prepare, review, and/or edit various forms of correspondence such as contracts, letters, invoices, presentations, and publications, as well as scripts, speaking notes and presentations for format, content, and grammar and arrange for translation, as required
- Actively manage, schedule and confirm appointments, meetings, and conferences
- Organize, maintain, and coordinate office records and contracts electronically and ensure all pertinent documents and emails are saved to the centralized document system

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- Manage a dynamic calendar to efficiently coordinate and adapt travel, meetings, conferences, calls, and events to achieve balance between collaborative and individual activities
- Review and code all invoices/statements for goods and services before forwarding to Vice President or Director for approval and sending to head office for processing and payment
- Provide administrative support to member committees, task groups, and external meetings as required
- Support CAPP staff in Ottawa, which include:
 - monitoring and ordering all office supplies,
 - managing travel arrangements with the support of a travel agent and preparing expense reports for staff,
 - drafting, preparing and finalizing various agendas, summary notes, presentations, etc.
 - administrative support for contracts and agreements
- Other duties as assigned

Qualifications and Experience

- Post-secondary degree/diploma in Business Administration or Secretarial Arts
- A minimum five years of administrative experience, preferably with an industry association
- Working knowledge of computer systems and various software applications with the ability to adapt to new technology
- Strong communication skills, both verbal and written
- Effective prioritization and management of conflicting demands

Personal Skills and Qualities

- Deals with people sensitively, tactfully, diplomatically, and professionally at all times
- Ability to respond quickly in a dynamic and changing environment, while working both independently and as part of a team environment
- Capable of multi-tasking in a busy office setting with the ability to meet deadlines
- Possess strong initiative and good judgement with high attention to details
- Proficient in Microsoft Office Programs (Word, Excel, PowerPoint)
- Demonstrates flexibility, positive attitude, integrity and tolerance for stress
- Fluency in French would be an asset

To Apply

Please send your cover letter and resume in confidence to jobs@capp.ca by March 26, 2023 with “Executive Assistant” in the subject line. We thank all who apply; however, only candidates selected for an interview will be contacted.

The Canadian Association of Petroleum Producers is an equal opportunity employer. In accordance with the *Accessibility for Ontarians with Disabilities Act, 2005*, upon request, accommodation will be provided by CAPP throughout the recruitment, selection and/or assessment process to applicants with disabilities.