

## Executive Assistant

Phone :  
Web :



### Job Summary

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Vacancy :  
Deadline : Oct 20, 2024  
Published : Sep 20, 2024  
Employment Status : Full Time  
Experience : Any  
Salary :  
Gender : Any  
Career Level : Any  
Qualification :

## Job Description

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### **Join us on the journey to help build the world using applied robotics and AI!**

Novarc Technologies is a full-stack robotics company helping to build the world using applied robotics and AI. Recognized as one of the fastest-growing companies in the Americas by the Financial Times for two consecutive years, we are at the epicenter of innovation and global expansion. Join our dynamic team as we extend our reach across four continents, blending pioneering welding technology with a profound global impact. It's a captivating time to be part of our journey – here, you'll do more than just work; you'll be an integral part of a movement shaping the tech-driven future.

**Novarc Technologies** is looking for an **Executive Assistant** to join our growing team and support the production of our cobots.

**Summary:** The Executive Assistant will play a critical role in ensuring the seamless operation of the office. You will be the key liaison between the C-level and various internal and external stakeholders. Your exceptional organizational skills, attention to detail, and ability to handle high-pressure situations with poise will be essential to the role.

#### **Duties and Responsibilities:**

- **Calendar Management:** Oversee and manage the C-level complex schedule, including meetings, appointments, and travel arrangements. Prioritize and adjust appointments as necessary to align with strategic goals.
- **Communication:** Act as the primary point of contact for communications with the CEO. Draft, review, and manage correspondence, including emails and reports. Ensure all communications are handled with professionalism and discretion.
- **Meeting Coordination:** Organize and facilitate meetings, including scheduling, preparing agendas, and ordering food. Follow up on action items and ensure timely execution of decisions.
- **Meal Reservations:** Contact restaurants to make reservations for corporate events in both the United States and Canada.
- **Travel Arrangements:** Coordinate all travel logistics for the CEO, including flight bookings, accommodations, and transportation. Prepare detailed itineraries and handle any changes or issues that arise.
- **Project Management:** Assist with strategic projects and initiatives by engaging stakeholders, conducting research, compiling data, and preparing reports and presentations. Provide support in tracking project progress and deadlines.
- **Stakeholder Management:** Serve as the liaison between the CEO and other executives, board members, clients, and external partners. Manage relationships and ensure smooth communication. Some travel (Canada or US) may be required.
- **Confidentiality:** Handle sensitive and confidential information with the highest level of integrity and discretion.
- **Office Administration:** Oversee the day-to-day operations of the offices (Canada and the United States), including managing office supplies, equipment, snacks and maintaining an organized workspace.
- **Guest Relation:** Manage guests and visitors by creating agenda, greet visitors, coordinate admission to office lobby; general phone and mail inboxes; taking and ensuring messages are passed to the appropriate staff member in time.
- **Expense Management:** Process and track the CEO and other C level executives' expenses, ensuring timely reimbursement and budget compliance.
- **Incoming and Outgoing Mail:** Handle incoming mail and give it to the appropriate recipient, also prepare outgoing mail. Including purchasing stamps and calling for package pick up.

#### **Minimum Qualifications and Experience:**

- **Education:** Bachelor's degree in Business Administration, Management, or a related field preferred.
- **Experience:** 5+ years of experience as an Executive Assistant or in a senior administrative role, ideally supporting C-level executives in a tech or fast-paced environment.
- **Technical Skills:** Proficiency in Microsoft Office Suite (Word, Excel, PowerPoint), Google Workspace, and familiarity with project management tools (e.g., Wrike, Slack).
- **Organizational Skills:** Exceptional organizational and multitasking abilities with a strong attention to detail and accuracy.
- **Communication:** Excellent verbal and written communication skills, with the ability to interact effectively with high-level executives and external stakeholders.
- **Problem-Solving:** Strong problem-solving skills with the ability to anticipate needs and address issues proactively.
- **Discretion:** Proven ability to handle confidential information with the utmost discretion and professionalism.
- **Adaptability:** Flexible and adaptable, with the capability to thrive in a fast-paced and ever-changing environment.
- **Project Management:** Experience with managing non-technical projects.

#### **About Novarc Technologies:**

Novarc Technologies is a full-stack robotics company specializing in the design and manufacturing of cobots and AI-based machine vision solutions for autonomous welding. Novarc's Spool Welding Robot (SWR) is the world's first of its kind in pipe welding applications. As a proven pioneer in the field, Novarc's team is dedicated to solving challenging welding automation problems that improve customers' bottom line.

#### **Why Novarc:**

- **Growing Opportunities** - We are in the process of maturing into a fast-growing medium-sized business.
- **Great place to be** - We have created a fun, adventurous, and open-minded environment where our teams are encouraged to bond and expose a little weirdness.
- **Best People** - Our team is made up of talented, intelligent, and hardworking people.
- **Lots of Opportunities** - We are constantly looking for stand-out talent internally to move into leadership positions.

#### **We are excited to invite you to join our growing team for this amazing journey!**

*"Novarc provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type without regard to race, national or ethnic origin, color, political belief, marital or family status, religion, special abilities, age, sex or sexual orientation, or a criminal conviction or charge that is unrelated to employment of to the intended employment of that person. This applies to all our practices of recruitment, selection, promotion, training and development, health and safety, and compensation."*

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**Education & Experience**

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**Must Have**

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**Educational Requirements**

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**Compensation & Other Benefits**

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