

Executive Assistant



Phone :
Web :

Job Summary

Vacancy :
Deadline : Aug 02, 2024
Published : Jul 02, 2024
Employment Status : Hybrid
Experience : Any
Salary :
Gender : Any
Career Level : Any
Qualification :

Job Description

JANA is focused on improving the integrity of gas pipeline systems through the application of advanced risk modeling technologies. Our models and software are defensible and highly predictive, allowing gas pipeline operators to take actions to reduce risk in their systems. And our Integrity Data suite enables pipeline operators to finally capture their pipeline asset data and unlock the value associated with this data.

- As an entrepreneurial company, we provide an exciting, dynamic and respectful work environment where you will be an important contributor to the JANA Team. Our Mission at JANA is "Better Pipelines for a Better World" – we are true believers and inspire our employees to join us in this Mission!
- High-energy Collaborative Environment: JANA combines the energy of a start-up software organization with the discipline of a precision engineering firm.
- Social Events: Join the entire JANA Team for fun virtual Social Events like our Beer Club. We also like to get together for in-person events such as our Annual Birthday Bonspiel, Holiday events, our annual Company Picnic, and team events!
- Best-in-Class Benefits: JANA offers all employees a comprehensive benefits package including a Healthcare Spending Account, Medical, Dental, Life Insurance, AD&D, Drug coverage, Disability coverage, as well as a Wellness Benefit!! JANA also provides employees with the opportunity to get support with mental wellness through our Employee Assistance Program.
- Giving Back: JANA is dedicated to giving back to our community. We hold an annual food drive for the Aurora Foodbank and have become one of their top contributors!
- JANA promotes a healthy work-life balance: Through our comprehensive vacation program, floater days, and a hybrid work environment (up to 20% a month in office) JANA employees are able to take time to rest and rejuvenate!
- Employee Recognition: We aim to Win, and we love to celebrate Wins with our People. We also offer a Phantom Share Program and annual bonuses!

JANA is seeking a high-performing Executive Assistant to support its C-Level Executive Team. A supportive force who empowers our senior leadership, JANA's Executive Assistant plays a pivotal role in the success of the Executive and, as a result, the Company. JANA's Executive Assistant is a proactive problem solver with exceptional communication skills and meticulous attention to detail. An energetic personality who is comfortable wearing many hats and is unafraid of new challenges, the Executive Assistant reports to JANA's Managing Director.

Responsibilities

- Provides high-level executive support to JANA's Executive Team with minimal direction or supervision.
- Maintains the absolute highest levels of confidentiality and integrity.
- Manages the calendar of JANA's President & CEO and JANA's Managing Director, ensuring effective prioritization and preparation.
- Demonstrates a high level of initiative and independent performance, along with excellent organizational and time management skills and the ability to multitask and prioritize effectively.
- Informs Executives of important information, decisions, and deadlines necessary for day-to-day operations, making recommendations for action as appropriate.
- Understands priorities, supporting the management of communications and executing independently.
- Anticipates business requirements and takes appropriate actions, respecting tight deadlines and recognizing contextual sensitivities.
- Executes consistent and precise follow-up by ensuring issues are resolved and projects are completed in a timely manner.
- Supports the coordination of meetings (both internal and external), including the preparation of meeting materials and spaces.
- Produces excellent work product without typographical or grammatical errors.
- Plans and coordinates travel itineraries, including flights, accommodations, and transportation. Prepares travel documents and expense reports.
- Assist with special projects and initiatives as assigned by the executive. Conduct research, gather data and prepare presentations as needed.

Leadership

- The JANA Way: Functions in alignment with JANA's Values and Professional Culture.
- Integrity: Demonstrates professionalism in dealing with sensitive and confidential issues and individuals at all levels of the corporation.
- Speaking/Presenting: Clearly articulates ideas, opinions, and information and thrives on ensuring attention to detail and accuracy in everything.
- Fast/Agile: Removes barriers to move faster, experiments and adapts, and thrives under pressure and fast pace.
- Collaboration: Meticulous, self-motivated, and able to work independently under pressure.
- Analytical Thinking: Summarizes information concisely and clearly identifies key elements, patterns, results, or relationships.

Required Skills & Experience

- Bachelors Degree in Business or a STEM field.
- Minimum 5+ years of experience providing administrative support, ideally C-level support
- High attention to detail

JANA is committed to accommodating applicants with disabilities throughout the hiring process; in accordance with the Accessibility for Ontarians with Disabilities Act (AODA). Please let us know if you require accommodation at any stage of the hiring process. By applying for a position with JANA, you understand that we use third party systems and recruiting agencies that may employ the use of Artificial Intelligence within their programs for finding, screening, assessing, and/or selecting candidates. You also understand that offers of employment are contingent upon the successful completion of a background check. The type of check performed is determined by the role and JANA's employment policies. Checks may include any of the following: employment verification, employment references, SIN validation, education verification, criminal records check, search against global sanctions and government watch lists, and/or credit check. You will be notified during the hiring process which checks you are required to complete. We thank you for your interest. Only candidates selected for an interview will be contacted.

Education & Experience

Must Have

Educational Requirements

Compensation & Other Benefits
