



## **Executive Assistant**

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**Location:** Sydney, NS

**Term:** Permanent, Full time (40 hours per week)

**Anticipated Start Date:** As Soon As Possible

### **How to Apply:**

- Email your resume to [employment@protocase.com](mailto:employment@protocase.com) (Please specify “**Executive Assistant**” in the subject line)
- Drop off your resume at our main building – 46 Wabana Court in Sydney, NS, between 9:30 AM and 4:30 PM

### **About Protocase Inc**

Established in 2001, Protocase Inc is a rapidly expanding company that focuses on combining advances in software with innovative manufacturing techniques to offer unique custom manufacturing to the engineering, design, and research industries. Using the expertise and dedication of 140 employees (and counting), Protocase is proud to have a client base of more than 12,000 customers throughout North America and around the globe. Customers include Boeing, L3, Raytheon, Google, Apple, Microsoft, NASA, MIT and many more.

We are proudly ISO:9001 certified and AS9100D registered, as well as ITAR compliant and registered with Canadian Controlled Goods.

To learn more about the company, visit <http://www.protocase.com>.

### **About the Opportunity**

Protocase is currently seeking an **Executive Assistant** to join its Administrative team in Sydney, Cape Breton, Nova Scotia. Reporting to the Co-Founder and Vice-President of Sales, you will be responsible for providing executive support to senior managers.

In order to be successful in this role, you must be a strong communicator, both verbally and written, who loves interacting with people. You are proactive, a self-starter and can juggle multiple tasks and deadlines with ease.

You must have the innate ability to exercise good judgment and be able to treat matters with discretion and confidentiality as needed.

Your day-to-day duties as Executive Assistant will include:

- Managing calendar, including regularly scanning calendar for conflicts and resolving, as well as changing and amending schedules as necessary
- Booking travel and accommodations for business travel
- Managing email inbox, phone, and other correspondence
- Collaborating with various levels of management, as well as outside professional contacts to coordinate important meetings and events
- Various admin team tasks
- Special projects as assigned

#### **Essential Skills:**

- Education: Completion of a degree, certificate or diploma in a relevant subject matter
- Three or more years' experience in an Executive Assistant role
- Able to become comfortable in interacting with senior personnel (inside and outside the company) in a fast-paced technology business environment
- Highly proficient in office software, including email, word processing, spreadsheets and presentations
- High attention to detail and a commitment to being organized
- A strong sense of urgency
- Excellent verbal and written communication skills
- Ability to work independently

#### **About the Benefits:**

In addition to your compensation, which will commensurate with your experience, you will also enjoy the following benefits:

- Medical, Dental, Life Insurance and Group Insurance Benefits at six months
- Two weeks' vacation (three weeks' vacation at three years of employment; four weeks' vacation at five years)
- Company Pension Plan at six months
- Cost-shared YMCA membership for you and your family at three months
- Regular social events, including team lunch & learns and staff parties
- Discounted tickets for Highland Arts Theatre productions
- Access to Protocase Skybox Suite for Screaming Eagles hockey games, as well as tickets for Highland Arts Theatre, Boardmore Theatre and Celtic Colours International Festival

**Although our business is growing, our team remains supportive, inclusive and tight-knit. Continuous improvement has always underpinned our success and we actively foster an environment of open communication, creative collaboration and the sharing of ideas.**