

**Executive Assistant**

[www.oxfordfrozenfoods.com](http://www.oxfordfrozenfoods.com)

Location: Oxford, NS

The Bragg Group of Companies is seeking an Executive Assistant. This role is for an individual who has a desire to provide exceptional support and work in a fast-paced environment. The position is full-time employment with comprehensive benefits.

**Responsibilities:**

* Providing administrative support
* Accounting and bookkeeping duties
* Meeting and event coordination
* Scheduling and maintaining calendars, including travel itineraries
* Managing relationships and communications with stakeholders

**Qualifications:**

* Minimum Five years of relevant experience providing executive administrative support
* Minimum Grade 12 Diploma or Equivalent
* Post-Secondary diploma in a recognized Business Administration program
* Undergraduate Degree would be considered an asset.

**Desired Qualities and Abilities:**

* Superior communication skills both verbal and written
* Strong organizational skills with the ability to multi task
* Sense of urgency
* Proficient computer skills
* Detailed oriented
* Ability to prioritize multiple agendas

Please forward your resume with a covering letter demonstrating how your skills and experience meet the above qualifications. Resumes should be e-mailed referencing “Executive Assistant” to: **resumes@oxfordfrozenfoods.com**

Deadline: March 17, 2020 @ 5:00pm