



THE FUTURE  
OF AIRCREW TRAINING

**SKYALYNE**

**Job Title:** Executive Assistant

**Position Reports To:** General Manager

**Job Location:** Ottawa

### **SKYALYNE: TRULY CANADIAN TRAINING**

SkyAlyne is a partnership between Canadian aviation and defence leaders, CAE and KF Aerospace, formed to provide a truly Canadian solution for Canada's Future Aircrew Training (FAcT) Program. With its head office in Ottawa, it jointly manages this program with the Royal Canadian Air Force (RCAF). In conjunction with other major Canadian subcontractors, it provides overall management, aircrew training, aircraft maintenance, site services, facilities management, and information management/information technological support to three training sites: Moose Jaw, Saskatchewan; Southport, Manitoba; and Winnipeg. At these sites, its primary role is to jointly, with the RCAF, provide military aircrew training for military pilots, air combat systems officers, and airborne electronic sensor operators. SkyAlyne is an environmentally friendly, diverse, inclusive, and safety-conscious employer.

### **Job Overview**

The Executive Assistant (EA) reports to the General Manager (GM) and is responsible for performing senior level administrative support tasks for the corporate-level Senior Leadership Team (SLT). This position demands high standards of confidentiality, organization, and adaptability. It is necessary to anticipate and troubleshoot potential issues in a positive and decisive manner. The EA has high levels of autonomy and accountability that are related to representing the GM and SLT. The EA constantly displays a high level of professionalism, interacting with staff at all levels, in a fast-paced environment.

### **Duties and Responsibilities**

- Typing or word-processing letters, memos, reports, and presentations from written drafts or other sources.
- Handling invoices and processing expense claims for the SLT.
- Scheduling appointments and travel arrangements for the GM and the SLT.

- Maintaining confidential records.
- Coordinating and supporting the coordination of internal and external events and related logistics
- Supporting the onboarding of new hires and preparing necessary resources.
- Screening correspondence and requests and preparing routine replies for the GM and the SLT.
- Carrying out project-based research.
- Handling sensitive data and related documentation, ensuring proper security procedures are applied.
- Planning and coordinating GM and SLT meetings with internal and external executives, customers, consultants, and other stakeholders.
- Identifying and preparing materials and information for GM and SLT meetings, including producing minutes and maintaining action item lists.
- Communicating and handling incoming and outgoing electronic communications on behalf of the GM and the SLT.
- Prioritizing and managing multiple projects simultaneously.
- As required, providing support and back-up to Administrative Assistants within SkyAlyne.
- Performing all other reasonable duties that are related to supporting the administrative effectiveness of GM's office.

### **Qualifications and Experience**

- Have one of the following:
  - Executive Administrative Assistant or Office Administration Certificate or Diploma and five (5) years of experience in a similar role; or
  - Secondary school diploma and ten (10) years of experience in an Executive Administrative/similar role.
- Previous experience working federal government, aviation, and large corporate office environments would be an asset.
- Strong knowledge of SharePoint and MS Office, including Word, Excel, PowerPoint, and Outlook, and proven ability in office management tasks.
- Have a communicative and enthusiastic personality.
- Demonstrated proficiency in financial acumen, including the submission of claims and the management of travel bookings.
- Be a flexible, adaptive, and highly organized person.
- Be able to hold Government of Canada site/information access certifications to access Protected "B" information.
- Eligible to work in Canada.
- Strong oral and written English language capabilities.
- Fluency in French would be an asset.

## **What We Offer**

- A competitive compensation model.
- Extended health and dental benefits.
- Short and long-term disability coverage.
- Paid vacation.
- Pension matching plan.
- Employee and family assistance program.
- A performance management program that is linked to monetary salary incentives.

*At SkyAlyne, we are committed to establishing a team that represent a variety of backgrounds, perspectives and skills that represent the Canadian and First Nations communities as we prepare the next generation of Royal Canadian Air Force (RCAF) pilots and aircrew with the best training solution.*

*SkyAlyne is an equal opportunity employer, and encourage applicants from all backgrounds, including those with disabilities. If you are contacted as part of our selection process, we encourage you to notify us of any adaptive measures or accessibility needs and we will make every effort to accommodate these.*

## **How to Apply**

Ready to take the next step? Simply submit your resume, cover letter, and any other required documents directly through Indeed to get started on this exciting opportunity! [Executive Assistant - Kanata, ON - Indeed.com](#)