



Executive Assistant | Edmonton Region | Full-Time | Industrial Hygiene & Safety Consulting

Be the backbone of a growing team and make a real impact.

Are you a highly organized, detail-oriented professional who thrives in a fast-paced environment? Do you enjoy coordinating complex schedules, managing projects, and ensuring leadership teams run efficiently?

JADA Solutions (HSE) Inc. is seeking a dedicated Executive Assistant to join our expanding team. This is your chance to step into a critical, rewarding role where your work directly supports senior leadership and contributes to organizational success.

What You'll Do:

- Provide executive-level administrative support to leadership teams
- Manage calendars, scheduling, and internal/external communications
- Coordinate meetings, events, and special projects
- Prepare reports, presentations, and correspondence as needed
- Assist with bookkeeping, expense tracking, and basic financial reporting
- Maintain organized files, records, and systems to ensure efficiency
- Support process improvements and day-to-day office operations
- Collaborate across departments to ensure seamless workflow

What You Bring:

- Diploma, certificate, or relevant experience in administration, office management, or related fields
- **[X-X] years of experience in executive support, administration, or office management**
- Strong organizational, communication, and time-management skills
- Comfortable working in a fast-paced, high-pressure environment with multiple priorities
- Ability to work independently and manage sensitive or confidential information
- Proficiency with Microsoft Office Suite; experience with scheduling or bookkeeping software is a plus
- Positive, proactive, and detail-oriented mindset

Preferred (Not Required)

- Experience supporting senior leadership or executives
- Prior experience in consulting, professional services, or technical industries
- Familiarity with project coordination or office process improvement



Compensation & Benefits:

Salary: \$50,000 - \$80,000 depending on experience

Additional benefits may include: - Health Spending Account - Employee Assistance Program - Paid professional development and certifications - Professional membership reimbursement - Flexible or hybrid work options - Mileage reimbursement

Work Environment:

- Based in the Edmonton region
- Mix of office, remote, and collaborative work
- Occasional travel or off-site meetings as required

Career Growth:

At JADA Solutions (HSE) Inc., administrative and executive support roles are stepping stones to greater responsibility. Team members are encouraged to grow into senior administrative, office management, or project coordination roles as the organization expands.

Apply:

If you're ready to contribute your organizational skills, attention to detail, and proactive mindset to a dynamic team, we'd love to hear from you.

Apply by sending your cover letter and resume to: marketing@jadasolutions.ca

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Health & Safety Specialists

Edmonton, AB