



**Wenco International Mining Systems** ([www.wencomine.com](http://www.wencomine.com)), a subsidiary of Hitachi Construction Machinery, is a software development and technology company that provides a series of technology product lines related to optimization and improvement of mines and material movers worldwide.

As Wenco continues to globally expand, we need a wide range of professionals to help us achieve our objectives. We are currently looking for a full-time Executive Assistant at our Head Office located in Richmond, BC.

Reporting to the Executive Assistant to the CEO, this role would be responsible for day to day support of specific Executive Team members.

**Key Deliverables:**

- Provide Administrative support to members of the Executive team
- Welcome executive guests
- Handle all travel and accommodation requests from Executive team
- Plan events for Executive team and some global office events

**Responsibilities:**

- Prepare and distribute meeting minutes for all meetings
- Handle communication for Executive team members
- Assist in Sales, Marketing and HR initiatives
- Assist in all Social Committee related events and activities
- Start to finish planning of sales conferences, staff meetings, and other annual events
- Handle notary public matters, incorporation documents and filing and retrieving of corporate records and documents

**EXPERIENCE, KNOWLEDGE, SKILLS AND ABILITY REQUIRED:**

**Experience, Knowledge & Requirements**

- Minimum 2 years of experience in an Executive Assistant role or progressive administrative experience
- Microsoft Office (Outlook, Word, PowerPoint, Excel) proficiency
- Professional business acumen

**Skills and Abilities**

- Strong written and oral communication skills
- Highly organized
- Ability to effectively multi-task in an efficient manner
- Strong attention to detail
- Ability to take direction
- Excellent interpersonal skills.

**WHY JOIN WENCO?**

- We provide opportunities for **career-growth** within a fast scaling company
- We offer an **extensive benefits** plan, including a **personal/health spending allowance**
- We provide a **fun** working environment, including Fresh Fruit Mondays and Popcorn Fridays, monthly employee engagement activities, and on-site games such as Ping-Pong, Foosball, Big Jenga and Connect 4



## Getting More Out of Your Mine

- We offer opportunities for continuous training and **professional development** (in-house and external) to learn the latest technologies
- We offer our employees a **profit-sharing** plan that provides them with the benefits of their hard work
- We provide **free parking** and **shuttle service** for employees using transit
- We are heavily involved in the **community** and join various events of non-profit organizations
- We pride ourselves on our **company culture** (our last Employee Survey resulted in a score of 100% in **inclusiveness and diversity**)
- We offer much more!

Wenco advances the efficiency and safety of the world's surface mining equipment through our fleet management systems. We are committed to providing a stable yet exciting workplace environment for individual employees to build and grow their career with the Company.

Wenco is an Equal Opportunity Employer.

### **Disclaimer**

The information in this description has been designed to indicate the general nature and level of work performed by employees. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities, and qualifications required of employees assigned to this job. It is not intended as an employment contract. Job descriptions are subject to change, which may not necessarily affect compensation.