

The logo for RGO, consisting of the letters 'RGO' in white, bold, sans-serif font, centered within a solid red square. The background of the entire page is a photograph of three people in a meeting around a wooden table, with a laptop and papers visible.

Executive Assistant (Contract)

CORPORATE SERVICES

Position Type: Full-Time, Fixed-Term Contract (20 Months)

Location: Calgary, AB (In office)

ABOUT RGO

Creating places that help people work, learn, heal, age, play, be inspired, and accomplish more.

RGO is a private, family-owned business with locations in Calgary, Canmore, and Edmonton. We were founded in 1966 Calgary with roots selling typewriters! Now, RGO is proud to be 5 decades strong and growing. We have since grown to be the largest dealership of our kind in Western Canada, offering total interior solutions with the widest selection of Furniture, Window Coverings, Flooring, Technologies, Architectural Solutions, Moves, and Storage Management.

We believe space matters and we want our clients to efficiently operate a modern space, whether it's a 40-storey tower, a public institution, education, healthcare, or a dazzling corporate showpiece. As an Albertan company with a reputation for hands on service and dedication to quality, we are looking for an individual who aligns with our core values to create great work experiences for our clients, our partners, and our people.

THE OPPORTUNITY

Get to be a part of the RGO team that has been recognized as a Best Workplace in Alberta at one of Canada's Best Managed Companies by joining us as an **Executive Assistant on a 20-month Contract**. Reporting to the President & CEO Cathy Orr, this role is responsible for representing the President & CEO in dealing with executives and managers, outside agencies and the public while providing full administrative assistance and accounting records to the President & CEO for business.

The successful candidate for this role is resourceful, reliable, possesses a can-do attitude, high accuracy rate with excellent attention to detail, a high level of confidentiality, and have impeccable communication skills.

WHAT YOU WILL DO

Executive Assistant to the President & CEO and Chairman. Duties will include and not limited to:

- Manage mail, emails, calendars, including scheduling appointments, meetings, and event registrations
- Attend senior management meetings on their regular cadence – preparing the agenda and completing meeting minutes
- Book meeting venues for planning sessions, draft agendas, ensure participants have the necessary materials and meeting room setup, including the management of catering and logistics
- Book travel and accommodations, prepare expense claims, and reconcile corporate credit card statements for select Executives
- Represent the President & CEO in various company committees (Social Club, Lending-a-Hand/United Way), and other functions
- Prepare and edit company correspondences, presentations, and communications
- Act as the primary contact and coordinator for all Saddledome/McMahon Stadium events, corporate credit cards and company fleet
- Manage donation requests and other charitable activities

EXECUTIVE ASSISTANT (CONTRACT)

CORPORATE SERVICES

- Organize company functions such as quarterly company meetings, annual awards ceremonies, President's Club trips, Stampede, and Christmas events
- Act as a liaison between executives and internal/external stakeholders, ensuring timely and accurate communication
- Provide coverage for Administrative Assistant, Corporate Services with ordering catering, floral arrangements, travel booking, maintaining stock in kitchen and office supplies
- Undertake projects on own initiative and assist with projects and initiatives as assigned

WHAT YOU WILL BRING

- Minimum 5 years experience in an Executive Assistant role and 7+ years in an Administrative role
- Post Secondary diploma required, or equivalent experience
- Mature, professional manner, including appropriate appearance - able to handle responsibilities with tact and patience
- Possess a high level of confidentiality and respect
- Excellent phone and customer service skills with clear, articulate English
- Professional proficiency with Microsoft Office Suite (Outlook, Microsoft Word, Excel, PowerPoint, and SharePoint) – Customer Relationship Management (CRM) software experience an asset
- Critical thinking and problem-solving skills – a solution-based thinker, who is able to provide a solution to problems with limited direction
- Positive and optimistic approach with the ability to take control of challenging situations
- Very organized with the ability to prioritize and pivot for changing circumstances
- Driven to learn new skills and take part in company activities
- Flexibility to work outside of standard hours may be required
- Able to successfully complete a criminal record check
- Alberta Driver's Licence and access to a reliable vehicle

To apply, please submit your application to careers@rgo.ca. We appreciate the interest of all applicants and candidates for consideration will be contacted.

APPLY NOW