



ABOUT DAHROUGE

Driving discovery through innovative and professional geoscientific services, Dahrouge Geological Consulting is a North American mineral exploration, consulting, and project management group based in Canada and the United States fit to provide professional geological, logistical, and project management services to the world's mining and mineral resource industry. We care about the details, take a proactive approach, and constantly seek opportunities to provide an unmatched level of service.

OUR CULTURE

At Dahrouge, we're passionate about our work and our clients. We're driven by the opportunities ahead and seek bright, engaged, and creative people to join our team. We value the unique skills and talents of our employees, which help foster a culture of transparency, diversity, inclusivity, growth, and fresh thinking. Everyone has a voice and a direct impact on our business.

THE ROLE – EXECUTIVE ASSISTANT TO THE PRESIDENT

You're not just looking for a job; you're ready to be the essential right hand to our President. With a positive attitude, passion, and patience, you're eager to dive into executive assistance, supporting the President with dedication. You thrive in a fast-paced environment, excel at multitasking, and have a 'get it done' attitude. Your knack for anticipating needs makes you the perfect fit to help our President achieve his goals. Key accountabilities include:

- | Proactive calendar management | Email and communication | Stakeholder liaison | Travel |
- | Meeting preparation, minutes and follow up | Project coordination | Document management |
- | Basic accounting administration and reconciliation | Task prioritization | Research and reporting |

EXPERIENCE

- 5+ years' experience in an Executive Assistant role or in a senior administrative capacity.
- Experience in the geological, construction or a project-based industry is an asset.
- You're a whiz with the Microsoft Office suite and troubleshooting.
- Demonstrated business acumen.

ABILITIES

- Confident self-starter with a proactive attitude, eager to learn and challenge the status quo.
- High emotional intelligence, able to read a room and understand key stakeholders.
- Skilled in managing multiple priorities, ensuring effective time management and exceptional follow-up in a fast-paced environment with tight deadlines.
- Assertive and tactful, ensuring tasks are completed on time.
- Highly flexible and adaptable in ambiguous situations.
- Inspires innovative thinking and continuous improvement.
- Strong problem-solving and decision-making skills with minimal guidance.
- Effective business writing skills for critical communications
- Proactively identifies root causes of issues, seeking the best solutions with a commitment to doing what is right.
- Ability to research, source, track, and summarize relevant information with recommendations.
- Strong organizational skills and attention to detail, helping the President prioritize key tasks.
- Available to work flexible hours, including weekends and holidays, to support our global business

EDUCATION

- Diploma in Office Management, communications or business, or equivalent experience.

APPLY

Check out our website at www.dahrouge.com and send your resume to: vivianne@strategemcoach.ca