



Deer Lake Regional Airport Authority (DLRAA) is seeking a trusted, enthusiastic and optimistic professional to join our team as **Executive Assistant & Corporate Secretary**

Who We Are

For more than 60 years, DLRAA has serviced Western Newfoundland and Labrador with regularly scheduled passenger service to and from destinations in eastern and central Canada, with connections worldwide. We're one of the few airports in the world where you can access three World UNESCO Heritage Sites in one trip! Located just off the Trans-Canada Highway in the heart of Western Newfoundland, every day we welcome travelers of all kinds through our doors. Tourists, business travelers and rotational workers are all greeted with a smile as they connect with adventure, work, family and friends in Western Newfoundland.

What We're Looking For

Reporting to the President and CEO, the Executive Assistant & Corporate Secretary plays a vital role in supporting the efficient operations of the DLRAA by providing confidential executive administrative services to the CEO, Senior Leadership Team (SLT), and the Board of Directors. This position ensures seamless communication, governance support, and coordination of high-level administrative functions. The Executive Assistant and Corporate Secretary is a key liaison between internal and external stakeholders and is responsible for managing sensitive information with discretion and professionalism. This role is integral to the success of our team and contributes directly to the strategic direction and governance of the organization.

What You Will Do

Executive Support

- Provide confidential administrative support to the CEO and SLT, including correspondence, scheduling, travel arrangements, and meeting coordination.
- Manage the CEO's calendar, prioritize commitments, and ensure timely follow-up on action items.
- Coordinate stakeholder engagement events, conferences, and internal meetings.
- Maintain a central document management system for sensitive and strategic materials.
- Support audit follow-ups, regulatory compliance reporting, and document retention programs.

Board Governance

- Serve as Corporate Secretary to the Board of Directors and its Subcommittees.
- Prepare and distribute Board materials, record meeting minutes, and maintain governance documentation.
- Support onboarding and evaluation processes for Board members.
- Track and monitor Board and Subcommittee action items and ensure timely execution.

Administrative Leadership

- Manage incoming and outgoing mail to ensure efficient dissemination of information.
- Lead administrative planning for executive-level meetings and strategic initiatives.
- Support financial and HR-related documentation, including budget coordination and compliance tracking.
- Maintain records of Board and Committee actions, ensuring timely follow-up and execution.
- Provide contract administration and document support for specifications and tenders.

Qualifications

- A diploma in Office or Business Administration or equivalent work experience.
- Minimum five years' experience in executive administrative roles, including Board governance.
- Advanced proficiency in Microsoft Office Suite and document management tools.
- Proven ability to handle confidential information with integrity and discretion.
- Experience working with Executives and Boards of Directors.
- Experience with hybrid or remote collaboration tools is considered an asset.

What You Thrive On

You excel as a trusted and optimistic team player who acts with integrity and professionalism. A strong communicator, you build trust through empathy. Your critical thinking and problem-solving skills enable you to make informed decisions and adapt to challenges with innovation and efficiency. Highly organized and able to prioritize in a fast-paced environment, you are a team player always ready to lend a hand where needed. You are an experienced trusted and optimistic team player who acts with integrity and professionalism. A strong communicator, you build trust through empathy and diplomacy. Your critical thinking and organizational skills enable you to manage complex tasks in a fast-paced environment. You are innovative, inclusive, and always ready to support your team. You are passionate about continuous improvement and thrive in a role where your contributions have a direct impact on organizational success.

What We Offer

- Engaging workplace - our priority is to create an environment where employees feel valued, respected, connected, and tuned in, we have forward-thinking policies and strategies.
- Career development - access to career guidance, tools, resources, and education opportunities for every stage of your career.
- Competitive compensation – including salary, health /dental benefits, and pension plan.

Salary: As per employment contract- salary range \$\$37.21-\$39.07 per hour

If you are an enthusiastic individual who has a passion for leadership and quality, have the qualifications, and are prepared to meet the challenges as outlined, apply in strictest confidence today! Applications must be submitted on or before June 6th, 2025.

Contact: info@deerlakeairport.com

We embrace diversity. Individuals that represent a variety of backgrounds, perspectives, and skills are encouraged to apply. We thank all applicants for their interest, however only those candidates being

considered for an interview will be contacted. Applicants considered for the position will be subject to a background check. This opportunity is only available for candidates legally entitled to work in Canada.