



Executive Administrative Assistant

At Fairmont Hotels & Resorts, our Colleagues are with the exceptional service they provide to our guests – and also to one another. Showcase your interpersonal strengths as Executive Assistant, where your administrative and technical expertise will support successful operations and an unforgettable guest experience.

Hotel Overview:

Edmonton's "Chateau on the River"

For more than 100 years, Fairmont Hotel Macdonald has effortlessly delivered timeless luxury in the heart of downtown Edmonton. Nestled upon the North Saskatchewan River Valley, the hotel's charm and ever-evolving elegance has earned it the spotlight as one of the city's most sought-after locations. A storied past, an unparalleled present, and a future to be reckoned with, Fairmont Hotel Macdonald has set the stage for luxury in the heart of the city. Edmonton's only four-diamond "Chateau on the River" offers unparalleled views of North America's largest expanse of urban parkland. Boasting dignified style and timeless grace, each of our 198 classically-designed guestrooms, including specialty suites, are tastefully adorned with the finest amenities. In 2016, we forever changed the game in luxury as we unveiled a completely re-designed Fairmont Gold & Lounge. Delivering personalized and discreet service, this hotel within a hotel offers an unrivalled experience unlike any other the city has seen, and likely ever will. From seasonally inspired menus to dining experiences that will satisfy any craving, see what our chefs are preparing in our Confederation Lounge and our award-winning restaurant, The Harvest Room.

Summary of Responsibilities:

Reporting to the General Manager, responsibilities and essential job functions include but are not limited to the following:

- Personally greeting all internal/external guests, offering support and directing enquiries
- Consistently offer professional, friendly and engaging service
- Administer the day-to-day operation of the Executive Office
- Prioritize all telephone calls, in-person visitors and schedule appointments
- Provide all office administration duties such as written correspondence, mail, photocopying and ordering office supplies
- Maintain confidential filing system for correspondence, policies, standards, regulations and various matters related to the General Manager's office
- Complete and circulate meeting minutes as required

- Assist departmental leaders in completing special projects as required
- Follow departmental policies and procedures
- Follow all safety policies
- Other duties as assigned

Qualifications:

- Previous experience in an administrative role required
- Computer literate in Microsoft Window applications required
- Must be able to type 25 words per minute
- University/College degree in a related discipline an asset
- Previous hotel experience preferred
- Excellent communication and organizational skills
- Strong interpersonal and problem solving abilities
- Highly responsible & reliable
- Ability to work cohesively as part of a team
- Ability to focus attention on guest needs, remaining calm and courteous at all times

Visa Requirements: Must be legally eligible to work in Canada.

Posting will remain open until suitable candidate is found.

Pay range for this position is from \$45,000.00 to \$50,000.00 working 40 hours per week, Monday to Friday, 8:30am to 5:00pm.

APPLY TODAY: Whether you're launching your career or seeking meaningful employment, we invite you to visit <http://www.fairmontcareers.com/> to learn more about Fairmont Hotels & Resorts—and the extraordinary opportunities that exist!