

Executive Assistant

DARTMOUTH, NOVA SCOTIA



Want to be a part of a thriving company with exciting careers and a profoundly purpose-driven, values-based culture? The Macklan Group of Companies is looking for you!

We have an immediate opportunity at DORA Construction Ltd for an

Executive Assistant

Reporting to the Vice President of Construction Operations, as the Executive Assistant, you will play a vital part in the operations team. In this position you can expect to work alongside the VP and other team members, taking meeting notes, arranging calendars and events, creating reports, and assisting with fostering working relationships between the office and field staff.

Position Responsibilities:

**Including but not limited to:*

- Calendar Management- Booking meetings, appointments, managing reminder notification and booking boardrooms and meeting areas.
- Taking meeting notes for weekly/ biweekly meetings and sending out follow up emails.
- Creating agendas and setting meeting priorities and distributing accordingly
- Creating presentations and reports
- Contact management
- Monthly reconciliations and budgeting/ expense support
- Arranging executive lunches, accommodations, and events
- System usage: SharePoint, TimberScan, Procore as required.
- Fostering close working relationships with Human Resources department, Operations team, Project Managers and Project Support teams.

Qualifications:

- Degree in Hospitality, Business Administrator or a combination of education and experience.
- Prior experience as an Executive Assistant.
- Experience with basic accounting would be considered an asset.
- Excellent interpersonal and communication skills, both written and verbal.
- Strong organizational and multitasking abilities, with a keen eye for detail.
- Proficiency in Microsoft Office Suite and general office operating systems.
- A positive, friendly attitude and a genuine desire to provide exceptional service to both visitors and colleagues.
- Previous experience in the construction industry is considered an asset.
- Ability to work independently and as part of a team in a demanding environment.

Salary

**Depending on experience.

Company offers: RRSP matching, Medical and Dental benefits, Paid volunteer time, Flexible working hours, summer hours, company events, paid time off on top of vacation time, access to Telus Health and EAP.

All applications are strictly confidential. If you are interested in this rewarding career opportunity with us, please send your resume in confidence, to careers@doraconstruction.com

A group of companies, with a singular purpose. We build community.

The Macklan Group of Companies includes DORA Construction, EASTCUT Wood Building Solutions and SOMERLED Properties. Our combined expertise delivers better solutions for each client and every community we serve. Our passion for making a positive difference in the lives of Atlantic Canadians fuels our commitment to quality, affordable, lasting infrastructure. Our promise to future generations inspires our innovation in Net Zero, carbon-neutral designs.

The bedrock of our success is our deeply held values. We aim for excellence, continuously learning and growing. We act with integrity and accountability, building an environment of trust. We treat others as we want to be treated, supporting the well-being of our people and empowering safe, diverse and inclusive teams.



Manufacturing

EASTCUT is leading an innovation revolution. We are harnessing the latest in offsite construction and manufacturing practices to produce energy efficient, eco-friendly building components and modular structures. We build high-quality, beautifully designed community infrastructure that delivers positive community impacts, *faster*.



Construction

DORA builds solid. From large commercial and residential projects to meticulous restorations, our 20-year track record as one of Atlantic Canada's top builders speaks for itself. We embrace innovative building technologies; project management excellence and client relationship focus so that every project contributes to stronger communities.



Development

SOMERLED houses our real estate, leasing and pre-construction capabilities. With a diverse portfolio of real estate assets, we focus on developing multi-residential communities, commercial properties, and managing long-term lease arrangements. Our deep expertise in preconstruction and planning contributes to smooth project operations across Macklan, from concept to completion.