

EXECUTIVE ASSISTANT TO THE CEO

The Research and Productivity Council (RPC) is NB's provincial research organization, a research & technology organization that offers analytical services and applied research. In business since 1962, we serve over 1000 clients annually from our locations in Fredericton, and Moncton, New Brunswick. RPC offers a challenging and rewarding work environment. We currently have an opening for a full-time Executive Assistant to the CEO. This person will build a strong relationship with the CEO, becoming her right-hand person. The ideal candidate will possess experience in a dynamic environment supporting senior leadership. You will be able to effectively navigate and manage complex and time-sensitive/urgent situations and have a tolerance to ambiguity. You are adept at working effectively with a wide variety of stakeholders both internally and externally and possess a positive and agile approach to keeping multiple priorities and activities organized and on track.

YOUR DUTIES AND RESPONSIBILITIES:

- Manage the CEO's calendar and day-to-day activities.
- Compose, prepare, and proofread work-related communications for the CEO to ensure the quality of all documents. This includes and is not limited to: research-related documents, business documents, and PowerPoint presentations.
- Schedule, coordinate, and prepare for Executive and Leadership meetings and other recurring or ad-hoc meetings.
- Be the face of the CEO to the organization, regularly interacting with employees on behalf of the CEO.
- Act as a trusted liaison both internally and externally to the executive team, maintaining confidentiality and professionalism at all times.
- Interact with the Board of Directors, attend meetings, produce minutes, coordinate communications with and to the Board.
- Coordinate communications from the CEO's office including social media presence and review of content.
- Conducting research on topics required.

REQUIRED QUALIFICATIONS TO BE SUCCESSFUL IN THIS ROLE:

- Minimum of 5 years' experience supporting executive level leadership
- Diploma/Degree from a post-secondary institution related to office administration and/or social sciences, or equivalent experience.
- High level of proficiency with Microsoft Office (Outlook, Word, Excel, PowerPoint), and social media platforms.
- Exceptional written and oral communication and presentation skills.
- Bilingualism is essential (French/English)
- Meticulous calendar management/scheduling skills combined with experience in travel logistics.
- High level of professionalism, discretion; experience in managing confidential/sensitive information.
- Experience in Board and governmental relations, and Board governance.

Compensation will be commensurate with education and experience. RPC offers a generous benefit package including a Pension Plan, paid vacation, health and dental benefits, Top Up for Maternity Leave and more.

TO APPLY:

To apply please send your cover letter and résumé to careers@rpc.ca referencing competition #EAADMIN0525 on or before **June 30, 2025**.

Only those applicants chosen for an interview will be contacted.

RPC is committed to the principles of employment equity, inclusion, and diversity.



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