

Executive Assistant | Permanent, Full-Time

With 200,000 square feet of convention space, a central location in the Fallsview Entertainment District, walking distance to 4,000 branded guest rooms and easy access to wine country, you can plan to be impressed by Niagara Falls Convention Centre (NFCC) — Niagara's largest meetings and events facility.

The Niagara Falls Convention Centre (NFCC) is looking for an experienced **Executive Assistant** to join our team.

The Executive Assistant to the President & General Manager is responsible for providing comprehensive on-site support to the President, Board of Directors, and Executive Team and managing the organization's office operations. This position requires the ability to anticipate needs, think critically, and offer solutions to problems with a high level of professionalism and confidentiality.

The Executive Assistant is a master of execution, thrives in a client-centric environment, and is passionate about delivering exceptional hospitality experiences while driving organizational effectiveness and executive productivity.

Duties and Responsibilities include but are not limited to:

- Provides high-level administrative support to the President, including proactive calendar management, scheduling of meetings and appointments, and coordination of travel.
- Provides comprehensive board secretarial support, including scheduling meetings, booking venues, arranging catering, preparing and distributing materials, recording minutes, and maintaining accurate records for monthly board and committee meetings.
- Serves as a key point of contact, managing professional and timely correspondence with internal teams and external partners via phone, email, and other communication platforms.
- Drafts, edits, and formats letters, memos, and other business communications with attention to tone, clarity, and brand consistency.

- Organizes and supports meetings by preparing agendas, recording accurate minutes, and ensuring timely distribution and follow-up on action items.
- Monitors and maintains office supplies ordering system, ensuring smooth day-to-day operations and anticipating needs to support team productivity.
- Manages multiple, often competing priorities with discretion and efficiency, ensuring timely execution of tasks and follow-through on projects.
- Assists with projects and administrative tasks such as bulk mailings, label creation, and logistics coordination for internal initiatives.
- Prepares reports, presentations, and briefing materials as needed, ensuring accuracy, professionalism, and alignment with leadership objectives.

Required Knowledge, Skills, Abilities and Other Attributes:

- Minimum of 5 years in a senior administrative or executive support role, preferably supporting executive offices or senior leadership.
- Advanced skills in MS Office Suite (Word, Excel, PowerPoint, Outlook); comfortable with digital collaboration tools and virtual meeting platforms.
- Demonstrates a strong sense of responsibility, consistent productivity, and a commitment to punctuality and dependable attendance.
- Thrives in a dynamic environment with the ability to pivot quickly and manage shifting priorities with minimal direction.
- Skilled at managing competing demands, meeting deadlines, and recognizing when to escalate issues for resolution.
- Self-starter with a proactive mindset and the ability to anticipate needs and take ownership of tasks without constant supervision.
- Maintains a high level of accuracy and thoroughness in all aspects of work, from scheduling to document preparation.

- Exceptional interpersonal and communication skills, both written and verbal, with the ability to interact effectively with diverse stakeholders.
- Consistently demonstrates discretion, diplomacy, and a polished, professional demeanor in all interactions.
- Upholds the highest standards of integrity and confidentiality when handling sensitive information and executive matters.

How to Apply

Email your resume and cover letter to careers@fallsconventions.com with the subject heading "Executive Assistant".

Niagara Falls Convention Centre is an equal opportunity employer. We are committed to inclusive, barrier-free recruitment and selection processes and work environments. If you are contacted for a job opportunity, please advise Human Resources of any accommodations needed to ensure you have access to a fair and equitable process. Any information received relating to accommodation will be addressed confidentially.

We thank all candidates for their interest and will directly contact those selected for an interview.