

Executive Assistant to the CEO

Permanent, Full-time

Office Location

Montreal

Work Location

Montreal

Job Description

Responsible for providing ACASS's CEO with comprehensive executive and administrative assistance so he can focus on high-level company priorities and maximize his efficiency. In addition, the Executive Assistant to the CEO is responsible for the efficient management of sales projects and initiatives, tracking and reporting on sales performance, and collaborating with internal teams to plan and organize tradeshow and company events.

Responsibilities

- Act as the gatekeeper for and represent the CEO with internal and external stakeholders including ACASS's Leadership Team, clients, and business partners.
- Support the CEO by executing a variety of projects and administrative tasks (i.e., coordinate meetings, manage agendas, take minutes and follow-up on the status of any actions arising from those meetings, prepare reports and presentations, conduct research, etc.).
- Assist the CEO with the preparation of important internal and external communications (e.g., memos, reports, emails, letters, etc.).
- Manage the CEO's time and maintain his calendar by scheduling business meetings, appointments, travel, etc.
- Coordinate requirements related to the CEO's business travel with the Personal & Administrative Assistant to ensure flights and accommodation are properly booked and travel visas are arranged when required.
- Regularly meet with the CEO to maintain awareness of his priorities, needs, and goals.
- Assist the CEO in maintaining strong business relationships by providing updates on key contact details (i.e., important dates, birthdays, etc.).
- Greet VIP clients and other guests of the CEO in a professional and friendly manner.
- Travel to support the CEO during tradeshow and off-site customer meetings.
- Collaborate with the Personal & Administrative Assistant to ensure synergy in all tasks and that his schedule, meetings, and commitments run smoothly and efficiently.

- Collaborate with the CEO and sales leaders to identify, plan, and prioritize sales strategies in support of ACASS's goals and objectives.
- Manage sales projects and initiatives from development to implementation, ensuring project scope is sound, planning resources, engaging with stakeholders, coordinating meetings, etc.
- Assess internal sales processes and practices to identify areas for improvement and make recommendations.
- Handle all Salesforce data entry on behalf of the CEO.
- Create sales reports and dashboards to provide the CEO and other senior executives with visibility into sales performance.
- Develop a deep understanding of and stay up to date with the market landscape.
- Understand the value of our brand and reinforce it in every customer interaction.
- Identify business development opportunities and refer leads to Sales Directors.
- Support sales activities and the achievement of global sales targets and goals.
- Collaborate with the sales and marketing teams to plan tradeshow participation and organization (e.g., logistics, booth design/set-up, catering and services, event coordination, post-tradeshow sales team meetings, etc.).
- Attend tradeshow and industry events to provide onsite coordination, greet and meet customers, promote ACASS and support the CEO.
- Collaborate with internal teams to plan and organize ACASS's annual Sales Meetings.
- Support the organization of corporate events, VIP client visits, team member events/activities, State of Our Company, Board meetings, etc.
- Reinforcing and model ACASS's core values, competencies, and leadership qualities.
- Represent the company and the CEO's brand/image in line with ACASS's culture and core values.
- Be the main point of contact between the CEO and key stakeholders and partners including ACASS's Chairman.
- Collaborate with the Vice President of Business Strategy & Administration to address problems, identify opportunities, target synergies, streamline processes/operations, and plan the steps required to achieve company goals.
- Develop and cultivate strong relationships with team members across the organization, clients, and external partners.
- Leverage relationships and strong communication skills to build consensus, buy-in and engagement in the implementation of strategic actions.

Experience

- 5+ years experience working as an Executive Assistant in a corporate setting.
- Experience in sales support, project management, event planning, and tradeshow organization.
- Knowledge of or prior experience in business aviation preferred.

Education

Bachelor's degree in business administration, commerce or relevant discipline.

Skills & Knowledge

- Polished, professional, confident, and approachable, with a positive, can-do attitude.
- Strong interpersonal skills, with the ability to communicate effectively with executives, clients, and team members at all levels of the organization.
- Proactive, resourceful, diligent, and highly dependable.
- Exceptional attention to detail, with a strong commitment to accuracy and quality across all responsibilities.
- Proven ability to prioritize and manage multiple tasks, competing demands, and tight deadlines effectively.
- Demonstrates the highest level of confidentiality and discretion when handling sensitive information, documents, and materials.
- Strong service orientation with a genuine desire to support others in the effective execution of their responsibilities.
- Strong problem-solving skills, including the ability to anticipate needs, identify potential issues, and take initiative.
- High level of emotional intelligence and sound professional judgment.
- Ability to remain calm, composed, and effective in high-pressure situations and when priorities change.
- Strong organizational, coordination, and logistical planning skills.
- Active listener with excellent written, verbal, and presentation skills.
- Bilingual in English and French; additional languages are considered an asset.
- Proficient in Salesforce and Microsoft Office Suite.

Apply

If you are ready to elevate your career in business aviation and work with a dynamic team dedicated to excellence, we invite you to explore this opportunity with ACASS. Join us in shaping the future of private air travel. Send resume to careers@acass.com.

Company Overview

ACASS is a leading worldwide provider of business aviation support services, including aircraft sales and acquisitions, flight crew staffing, charter, and aircraft management, with air operator certificates for Canada, Ireland, and the Republic of San Marino.