



Job Overview

- Title Executive Assistant / Office Manager
- Company FMI Logistics Inc.
- Location #111, 7151 44 Street SE
Calgary, AB, T2C 4E8
- Employment Type Full Time Permanent
- Industry Logistics
- Job Type Office Administrative
- Posting Close Date Until a suitable candidate is found.

FMI Logistics Inc. is looking for a unique individual to help our executive staff be more effective.

At FMI we take our corporate values to the next level, developing our corporate CREED:

The FMI **CREED**

- **C**are – Our people **Care**, always
- **R**espect and **R**elationships are everything
- **E**xecute – Trust us to **E**xecute start to finish
- **E**xcellence – Do it once, right **quality** the first time
- **D**riven – We are **D**riven and Passionate

If this resonates with you, please read on!

The ideal candidate will have 5 or more years of experience performing at a high level in a similar role. General office administrative tasks are an equal portion of the position description.

Specific job functions will include;

- Key Vendor Management in primarily administrative office critical functions
- Administrative support for the company President and members of the Senior Leadership Team.
- Project coordination on an ad hoc basis.
- Overall management of general office administration including supplies and maintenance.
- Organize corporate and special events
- Reception duties

Applicant Characteristics

- A predisposition for approaching all tasks with a sense of urgency
- Self-motivated and independent when approaching work tasks.
- Effective and Creative problem solving skills
- The ability to prioritize under stringent deadlines
- Strong interpersonal and communication skills, the ability to get things done by cooperating with other team members and external providers.
- Intermediate to advanced MS Office skills including WORD, EXCEL & POWERPOINT.
- The ability to mind read is a benefit.

Application Process

Individuals interested in pursuing this opportunity are encouraged to submit their resume and cover letter at HR@fmicanada.com. Applicants must be legally eligible to work in Canada.

We thank all applicants for their interest, however, only those selected for interview will be contacted.