



Job Title: **Executive Assistant**
Reports To: **COO**
Location: **Spruce Grove, Alberta**
Earliest start date: **As soon as possible**

Please send your application to tmueller@alphatranslations.ca

Alpha Translations Canada Inc. is a Canadian-based company, offering translation and language consulting services to companies spanning the globe. We specialize in providing top quality translations in the fields of law, finance and investments, marketing, real estate, patents, software and engineering.

Summary Statement

The core accountability of the Executive Assistant for Alpha Translations Canada Inc. is to assist and support the COO in executing on and reaching company goals by providing proactive accounting and administrative support. The position combines both independent project responsibility as well as team-centered administrative and office management duties. We offer flexible work hours and a competitive salary in a global team-oriented environment. This is the perfect career for the person who wants to achieve a great balance between work and family routine.

The ideal candidate will have at least 10 years' experience on an operational level. He/she is accustomed to creating processes, accountabilities and reports around the execution of the annual plan. The person we are looking for has an entrepreneurial attitude with the drive to achieve company goals and bring strategic projects to successful completion.

Skills and Experience

- Strong knowledge in Quick Books and Management Accounting
- Excellent written and verbal English communication skills
- Outstanding computer skills, proficient in MS Office (Word, Excel, Power-Point), Internet navigation, and databases

Personal Attributes and Values

At Alpha Translations Canada Inc., we take pride in our Mission, Vision and Values. They represent what the company is about, and reflect its history and soul. We are guided by these values every day. The ideal person for this position will be:

- Connected to our values
- proactive and innovative
- resourceful, seeking solutions
- a highly organized team player
- positive attitude with a “get it done” mentality
- able to work independently
- a fast learner
- attentive to detail

Our Mission:

Our Mission is to service our clients’ need for high-quality specialized translations – even within the tightest deadlines. We do so by utilizing the world’s time zones and working with the most qualified professionals. Our unsurpassed personal service and project-driven solutions are tailored to our clients’ unique global business requirements.

We strive to make the impossible possible!

Our Values:

Clients’ Needs First:

We actively seek to understand our clients’ needs and offer innovative and flexible solutions that add value to our clients’ business and ours. This is the core principle which guides all our decisions.

Lean Growth

In providing our services we strive to grow and add value to all our stakeholders. We will do so by applying lean principles, innovative thinking and finding creative solutions.

Strong Relationships (1+1=3)

We build and nourish strong relationships with our clients, our team and our service partners to each others’ mutual benefit.

Empowered People

Each member of the Alpha Team has a vested interest in and is personally accountable for the successful outcome of each project and the satisfaction of each client.

Respect and Cross Cultural Integrity

We will act with awareness, openness and respect towards other people and other cultures, and always seek first to understand, then to be understood.

Fun and Fulfillment

We will have fun doing so and give every member of our team the opportunity to reach their dreams and goals, and to find strength and happiness in their personal and professional lives.