



Executive Assistant – Research Analyst

SECON Group is a well-diversified, industry leader with extensive experience in the construction, mining, oil and gas, and power generation sectors. We are continuing to grow into new sectors and looking for new professionals to join the team.

Position

Reporting to the President, you will be responsible for research and analysis in support of the Corporations goals, as well as managing the President’s schedule and coordinating all meetings and events. This position will work closely with the management team and diverse external stakeholders to support strategic initiatives, while supporting the SECON Group of Companies subsidiary companies. You are a self-starting, intellectually curious, and highly results focused.

This position will be 8 hours per day, 5 days per week.

This position will be located in Saskatoon, SK, however, must be willing to travel and be away from home weekly.

Job Duties

- Researching and analyzing data on a variety of topics, industries, economies and competitors, through a variety of methods, including meeting with individuals and groups inside or outside of the company on behalf of the executive.
- Provide support to increase the competitive intelligence of the company in the areas of competitive benchmarking, market analysis, business and account planning, thought leadership and other strategic projects.
- Strong organizational management with experience in organization structure planning.
- Well-developed business acumen and analytical capabilities with the ability to consolidate inputs into clear, concise analysis and recommendations.
- Work as part of a team to identify, assess, and address investment related issues.
- Proactively monitor market and client economics.
- Support and deliver meaningful reporting and analytics, including insights and trend analysis.
- Working knowledge of construction economy and investment landscape.
- Attend all meetings to document: discussion points, action items, next steps, etc.
- Assist in the preparation and organization of board materials.
- Work with the executive to ensure deadlines are met and team is on schedule.
- Assist in presentation, meeting preparation, preparing agendas, transcribing, and distributing minutes.
- Flexibility to handle unplanned priorities as needed.



Qualifications

The successful candidate will have;

- Post-secondary degree/diploma in business, communication, or related discipline.
- Experience in business analysis and/or senior administrative position.
- Excellent time management skills, ability to meet deadlines in a fast-paced environment with minimal supervision.
- Effective writing, problem solving, and prioritization skills are keys to success in this role.
- Well-developed business acumen and analytical capabilities with the ability to consolidate inputs into clear, concise analysis and recommendations
- Intellectual curiosity, analytical acumen, strong problem-solving skills
- Excellent communication skills are required, verbal and written.
- Expert Microsoft Word, Excel and Power Point experience are required.
- Must demonstrate the following personal attributes; honest and trustworthy, respectful, flexible, and have sound work ethics.
- Experience working in a construction field would be an asset.

Total Compensation

With this opportunity, SECON Group of Companies offers a competitive Total Compensation Package, including fair and equitable wages and a comprehensive group benefit plan.

Application Process

Please apply by sending a cover letter and resume to recruitment@secongroup.ca. Please include in your cover letter why you are interested in the job and which skills, experience, and/or education make you an excellent candidate for SECON Group of Companies.

We thank all applicants for their interest; however only those candidates with cover letters and resumes who fit the needs of the company will be contacted.

Closing Date

Open until suitable candidate has been hired.