Executive Assistant

Pro Metal is looking to hire a **Full Time Executive Assistant** to support the COO/President of a world class metal fabrication and machining facility located in Regina, SK.

Pro Metal has been in operation for over 35 years and is one of the only First Nations-wholly owned manufacturing enterprises in Canada, and one of only a few First Nations-100% owned military suppliers. 100% owned by Pasqua First Nation, Pro Metal offers plasma, laser and waterjet cutting, CWB and AWS Welding, CNC machining and Powder Coating. Pro Metal is a build to print manufacturer and in addition to military and defense, they also service the agriculture, mining, construction and oil and gas industries.
The economic development corporation of Pasqua First Nation, PFN Group of Companies is a dynamic and growing organization committed to excellence in business development, community engagement, and operational leadership, and is a subsidiary of PFN. Together, they represent innovation, integrity, and Indigenous leadership in the business landscape.

As an Executive Assistant, you will provide high-level support to the COO/President, including calendar management, travel arrangements, and meeting coordination, while working with a high level of discretion and confidentiality.

If you have 5-7 years of experience as an Executive Assistant, you're highly organized, proactive, have strong communication skills, and have the ability to manage multiple priorities in a fast-paced environment, then this role is for you!

Key Responsibilities:

- Provide high-level administrative support to the COO/President, including calendar management, travel arrangements, and meeting coordination.
- Arrange travel itineraries, including flights, accommodations and transportation.
- Schedule and coordinate internal and external meetings, ensuring all logistics are handled (venues, agendas, materials, technology).
- Prepare and edit correspondence, reports, presentations, and other documents.
- Act as a liaison between the COO/President and internal/external stakeholders.
- Manage confidential information with integrity and discretion.
- Coordinate and support strategic initiatives, board meetings, and executive projects.
- Track and follow up on action items, deadlines, and deliverables.
- Assist with event planning, logistics, and special projects as needed.
- Maintain organized filing systems and ensure timely document management.
- Run errands and support operational needs as required.
- Anticipate the executive's needs and proactively address issues before they arise

Skills and Qualifications:

- 5-7 years of experience as an Executive Assistant or in a similar administrative role supporting senior executives.
- Diploma or Degree in a related field or equivalent experience will be considered.
- Proficiency in Microsoft Office Suite and other productivity tools.
- Experience in manufacturing or industrial sectors is a plus.
- Must possess a valid driver's license and have access to a reliable vehicle.

- Must be willing and able to travel to conferences and events as required.
- Canadian Citizenship or Permanent residency.
- Must be able to pass a security assessment and provide a criminal record check due to the companies military Controlled Goods designation.
- Exceptional organizational and time-management skills.
- Excellent written, verbal, and listening skills, with a proven ability to format and draft correspondence, forms, reports, presentations, and proposals.
- Strong interpersonal skills and the ability to interact with all levels of the organization.
- Ability to work independently and collaboratively.
- High level of professionalism and discretion.
- Adaptable and resourceful with a proactive mindset.
- Self-motivated and flexible professional with exceptional attention to detail, and the ability to independently plan, prioritize, and execute multiple tasks while meeting deadlines.
- Ability to prioritize tasks and use time effectively to set action plans to achieve results.
- Commitment to the values and mission of the Company.
- High emotional intelligence.

Pro Metal offers a competitive salary and a comprehensive benefits package.

If you are interested in this opportunity and meet the qualifications, please email your cover letter and resume to careers@prometal.ca by **November 14, 2025**.
Only those who are authorized to work in Canada and are selected for an interview will be contacted.
Thank you for your interest!