



Travel Manitoba is a Crown Corporation responsible for stimulating innovative, sustainable tourism growth in Manitoba's \$1.82 billion tourism industry. In partnership with the tourism industry, Travel Manitoba is responsible for tourism marketing, visitor information services, research, and public information. We are looking for a highly motivated individual to join our team.

Position Title

Permanent Full Time – Executive Assistant

Position Summary

The Executive Assistant provides senior-level administrative, strategic, and operational support to the President & CEO and COO, ensuring efficient coordination of corporate priorities, governance requirements, and organizational initiatives. The role manages complex schedules, facilitates effective communication, and ensures timely information flow between the Executive team, Board of Directors, staff, and external partners.

Position Overview

- Provides administrative and logistical support to the President & CEO and COO.
- Coordinates meetings, calendars, and travel arrangements; prepares materials and presentations.
- Records and distributes minutes for Executive and Senior Management meetings.
- Coordinates virtual meetings through Microsoft Teams, ensuring participants have access to required materials.
- Supports strategic initiatives, governance reporting, and information flow across departments.
- Coordinates Board and Committee meetings, prepares agendas, materials, and maintains official records.

- Maintains organized filing systems and supports records retention, archiving, and compliance with approved schedules.
- Tracks and reconciles Executive Office expenses and support budget planning and financial reporting.

Qualifications

- Completion of an administrative or office management program, or a comparable combination of education, training, and experience that demonstrates the ability to provide senior-level executive support and manage a broad range of administrative responsibilities.

Experience

- Typically requires approximately five years of progressive experience providing senior-level or executive administrative support, or an equivalent combination of education, training, and related experience that demonstrates the ability to support senior leadership and governance functions with professionalism and discretion.
- Exceptional organizational skills and attention to detail.
- Strong written and verbal communication skills with a high degree of professionalism.
- Proficiency in Microsoft Office Suite and virtual meeting platforms (e.g., Microsoft Teams, Zoom).
- Experience or knowledge of project management or work management platforms (e.g., Monday.com, or similar) is considered an asset.
- Ability to handle confidential information with discretion and sound judgment.
- French bilingualism is considered an asset.
- A valid Manitoba driver's license and access to reliable transportation to attend and support off-site meetings or events, including the transport of materials or equipment, as required.

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- **Starting Salary:**
\$65,500 per year, commensurate with education, training, and experience
 - **Closing Date: Applications will be accepted until October 27, 2025.**
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Diversity, Equity, and Inclusion:

Travel Manitoba is committed to creating and maintaining a skilled, diverse, and inclusive workplace. Candidates are encouraged to self-identify as a member of one or more employment-equity designated groups in their application. We invite applicants from Indigenous, Black, and racialized communities, women, persons with disabilities, and members of 2SLGBTQIA+ communities. We also welcome applications from non-Canadians who are eligible to work in Canada.

Travel Manitoba provides workplace accommodations for employees with temporary/permanent disabilities. Accessible accommodation throughout the selection process is available upon request.

A detailed position profile outlining the full scope of duties, responsibilities, and qualifications is available on our website at [work with us | Travel Manitoba](#).

How to Apply:

All interested candidates are invited to submit a cover-letter and resume outlining their experience and interest in this opportunity to:

Human Resources – Travel Manitoba
21 Forks Market Road
Winnipeg, MB R3C 4T7
FX 1-204-927-7828
Email: hr@travelmanitoba.com

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