



# E.B. Horsman & Son

*The Electrical Distributor of Choice!*

## About the Team

E.B. Horsman & Son (EBH) has been in business since 1900. We are strong, nimble and growing! EBH is proud to be a successful Western Canadian electrical distributor with 20+ locations throughout BC, Alberta, and Saskatchewan and consistently recognized as one of Canada's Best Managed companies. We take pride in living our core values and carrying our mission statement of "Providing the Best People, Best Solutions and the Best Service in the Electrical Industry."

## Why Join the EBH Team?

- **The People & Culture.** You will be part of a diverse collaborative team with people you can be proud to work with.
- **The Perks.** We offer a full benefits package with a competitive compensation plan which includes annual profit sharing, Employee Share Ownership Program (ESOP) and your birthday off.
- **Continuous Development.** Training & development is an essential part of our culture. Increasing our knowledge not only builds confidence but empowers growth through learning. You will have access to our EBH University for personal & professional development.

## About the Role

Are you looking for a career change and passionate about all things administration? Look no further, we have the opportunity for you. We are growing and are seeking a **Senior Administrative Assistant** at our Head Office, in South Surrey, a fast-growing area in the Campbell Heights Business District.

The Senior Administrative Assistant reports to the Executive Assistant to the President & CEO, and will be responsible for providing a wide variety of confidential and complex administrative duties., such as coordinating and communicating office activities, greeting visitors, overseeing the company's



Platinum member

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meeting rooms schedule and bookings, and assisting with ad-hoc administrative duties.

**Work Location:** 19295 25<sup>th</sup> Ave, Surrey B.C

## What Are the Key Accountabilities:

**Customer Service Orientated.** You will be responsible for developing and maintaining professional, positive customer relationships, both internally and externally.

**Technically Savvy.** Advanced computer skills with high proficiency in MS Office, including Excel for designing spreadsheets and analyzing data. Advanced Powerpoint skills for creating impactful presentations and Outlook for organizing and scheduling meetings. In addition, you have a high level of comfort utilizing internal communications systems.

**Collaborative Communication.** Open, verbal, and written communication is integral to this role. On behalf of the Executive Assistant to the President & CEO, you will also assist with creating engaging content such as preparing corporate-related projects and initiatives, preparing press releases, research, and so much more.

**Event Management.** You will support the Executive Assistant to the President & CEO with coordinating various industry sales and training events, and annual general meetings including preparing event materials, catering, calendar, and travel coordination.

**Highly Organized.** You will work closely with the Executive Assistant to the President & CEO to provide a wide variety of administrative support.

**Analytical Mindset.** In this role, you will assist the Executive Assistant to the President & CEO in analyzing, identifying, and reviewing reports and trends by blending various reports utilizing Excel and other internal systems.

**Business Process Management.** Assist with the maintenance of E.B. Horsman's business processes and online contractor & supplier management



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platforms to meet internal and governmental record keeping and compliance requirements, including health and safety, procurement, quality, and regulatory information.

**Quality Control.** You will support the Executive Assistant to the President & CEO with initiating action to prevent problems; Documenting quality problems; Contributing to problems solutions; Verifying implementation of solutions; Controlling further processing when a problem is identified.

**Values Teamwork.** You will not only collaborate and support the Executive Assistant to the President & CEO but will also collaborate and support our internal EBH leadership and branch network. Teamwork is essential in this role.

**Highly Driven & Motivated.** With our continued growth, you will be challenged in a fast-paced environment of competing priorities.

## **What you'll bring to this role:**

- Business Diploma or Degree with a specialty in a related area or equivalent combination of education and experience
- 3+ years of experience in an administrative role or similar role
- Advanced computer skills with high proficiency in MS Office; specifically, Excel, PowerPoint, OneDrive, SharePoint, and Outlook
- You are passionate about administration and thrive in an admin support role
- You have strong critical thinking skills and can proactively provide constructive solutions
- Strong business communication, writing, and presentation creation skills
- Possess strong organizational skills, resiliency to changing demands, and managing priorities



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- Proven ability to form strategic partnerships, build relationships and respect cultural diversity
- Reliable transportation is required

## **Our Core Values: Celebrating the Past, Empowering the Future**

Teamwork & Collaboration | Integrity | Commitment | Reliability | Initiative | Continuous Improvement

## **Take Your Next Step With EBH**

If you believe your skillset matches the above description and are an enthusiastic, innovative, passionate, and energetic individual we would like to hear from you. Please visit our website to apply for this posting [www.ebhorsman.com/careers](http://www.ebhorsman.com/careers) or click "Apply" on this posting.

## **Our Commitment to Inclusion & Diversity**

E.B Horsman & Son is a proud equal opportunities employer and we are committed to creating a respectful, inclusive and barrier-free workplace that allows all of our people to reach their full potential. A diverse workforce is a key to our success and we believe in bringing your whole self to work. We welcome all qualified candidates to apply and hope you will choose E.B. Horsman & Son as your employer of choice.

We thank all interested applicants. However, we are only able to work with those who live in Canada and have a permanent working status. Please note that only those chosen for an interview will be contacted.



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