

Iridia Medical Career Opportunity Position: Executive Assistant

Our journey to enable peace of mind continues. We've made remote camps safer by bringing care onsite where it is needed most; we've made communities and workplaces less vulnerable to Sudden Cardiac Arrest; and most recently we've toed into the battle against opioid overdoses with nasal naloxone and the country's first mobile safe injection site.

In parallel, we've been acknowledged for our growth and for focusing on the development of our fellow Iridians; we've sought ways to give back through our *Iridia in the Community* efforts, and overall, infused fun along the way.

While the path thus far has been rewarding, it is the next chapter that excites us the most.

And to seize the opportunities on the horizon, we need you.

The Opportunity

Time is finite, yet the demands on our president's time are nearly infinite. We are looking for that special right-hand person that can work with him to tailor his time toward focussing on what he does best – visioning, strategy, and brand building. This unique opportunity will offer a bird's eye view into how Iridia comes together to be such a dynamic and exciting company. Beyond merely seeing it, you will be actively living it by helping to ensure that all great ideas on deck are implemented, that the Iridia team always secures the leadership support it needs, and that the Iridia brand is top of mind for everyone connected to our corporate family. In short, you will be indispensable.

You'll be successful in this high intensity role by artfully balancing a variety of administrative duties and creative projects in a way that optimizes his work life. You'll concurrently manage confidential business matters with ease and discretion, while also engaging your ninja-like logistics skills to manage the most efficient of schedules.

Your Profile

Much as our president has diverse mix of skills, knowledge, and abilities, you too bring a cross section of battleground tested attributes to the table. All of the following are applicable to you:

- Extreme organization is your hallmark and you often get your work done ahead of schedule
- You are a gate keeper extraordinaire, intuitively holding firm when access should not be granted, yet also knowing when to bring forward key information of potential interest.
- When given an idea, even in its most basic form, you are able to run with it and see it through to fruition.
- "Cool under pressure" is how your professional peers describe you.
- Scheduling wizardry is one of your favourite arrows in your quiver
- Communications from you, in written and verbal form, are polished, professional, and concise.



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- You thrive on variety and relish opportunities to apply your innovation and creativity
- Your mastery of Microsoft Office products humbles most
- Ideally, you have some comfort with the use of Adobe Photoshop / Illustrator
- Audiences coo at the beauty and simplicity of your Prezi presentations

Preference for someone who has an undergraduate degree, in business administration or science.

About Iridia

We have an open, diverse culture that encourages participation and innovation. Our employee programs and benefits are designed to reward exceptional work, an entrepreneurial spirit and creative ideas. You'll have the opportunity to contribute to our ambitious goals for growth and continually learn through engaging work and high standards of service delivery. Check out our website at www.irdiamedical.com to get to know us.

Taking the Next Step is as easy as 1, 2, 3!

1. Present a resume and cover letter answering these 4 questions (Word or PDF format please):
 - What makes you the EA of choice for us?
 - Describe the last 3 bosses you've had and what you liked & disliked about working with them
 - If you had only 24 hours left on planet earth how would you spend it? Assume you're in perfect health.
2. Send us a 30 - 60 second video telling us why this position is of interest to you, why you'd be a great fit, and how you bring fun to your workplace (video quality is not as important as your interest and enthusiasm! create with your mobile phone, camera or video recorder and most importantly have fun with it)
3. Submit your package **by May 15th** to the Attention: Human Resources at hr@irdiamedical.com