

Executive Assistant

TMK IPSCO leads the industry by combining state-of-the-art technology, top-notch talent and powerful manufacturing capabilities to create and deliver a broad range of innovative tubular products. TMK IPSCO is one of the largest North American producers of welded and seamless pipe and premium connections dedicated to serving the oil and gas industry and many industrial markets. Our legacy of quality, industry-renowned customer service and focus on innovative products and services allow us to drive unparalleled value for our customers.

TMK IPSCO operates in North America as a division of OAO TMK, a global market leader in pipe production. We operate in 14 locations, and we continue to grow by concentrating our efforts on our core values: Innovation, People, Safety & Sustainability, Customer Focus and Outstanding Quality.

We are currently seeking an English and Russian speaking **Executive Assistant** to join our corporate team. In this high visibility role, candidates will provide administrative support to the executive team, including translation and interpretation between Russian and English for internal and external communication. Individual will be responsible for administrative tasks such as drafting written communication, calendar maintenance, answering and routing phone calls, travel arrangements and arranging meetings. Assistant will also attend to accuracy of work and ability to thrive in a fast pace, deadline-oriented environment are key attributes of a successful candidate

Responsibilities include but are not limited to:

- Written communication: Translation and interpretation of English and Russian documents; drafting communications for the executive team
- Planning and scheduling: group meetings; domestic and international conference calls; travel
- Coordinating: calendars, meeting schedules and use of projection equipment and department conference rooms
- Filing and office organization
- Generation of reports by compiling information from various databases.
- Completion of expense reports
- Back up support for phone and reception
- Miscellaneous duties in support of executive team as required

Required skills:

- Associates degree or equivalent business experience
- English and Russian language proficiency
- 5 years of Executive admin experience required; admin role in manufacturing company desired
- Excellent communication, interpersonal, organizational skills; ability to communicate at executive and functional levels throughout the organization
- Effective project management skills with the ability to prioritize deliverables to meet timelines
- Excellent computer, oral and written skills with an emphasis on grammar and proof reading
- Professional and able to maintain confidentiality with sensitive work issues
- Advanced skills in MS Word and MS PowerPoint. Proficient in MS Excel

We offer competitive compensation, a 401(k) with an excellent company match plus profit sharing.

Please email your resume along with contact and salary history to mross@tmk-ipsco.com to apply for this position.