

Executive Assistant

Photo Expressions

Job ID
39162

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LOCATION	DATE POSTED	EXPIRY DATE	
140-2250 Fremont St, Port Coquitlam, BC British Columbia	20-02-2026	19-08-2026	
TYPE OF JOB	SALARY	MIN. EXPERIENCE	MIN. EDUCATION
Full Time	CAD \$37.00 CAD per hour	2 years to less than 3 years	Bachelor's degree

Job Details

Photo Expressions is seeking a highly organized and proactive Executive Assistant to provide high-level support to our General Manager. This is a pivotal role within our studio, serving as the primary point of contact for internal teams and external stakeholders while ensuring the smooth execution of daily operations and executive priorities.

Job Description

Role and responsibilities:

- Provide executive-level administrative support to the General Manager at Photo Expressions, including calendar management, scheduling, executive correspondence, and preparation of internal documents and materials.
- Coordinate the General Manager’s daily priorities and office workflow, tracking deadlines, follow-ups, and action items across studio operations and active client projects.
- Maintain and organize confidential management records, operational files, and project documentation to support leadership review and reporting.
- Prepare management summaries and status updates on operational tasks, project progress, and issues requiring the General Manager’s direction.
- Act as a key liaison between the General Manager, internal teams (studio/production/administration), and external partners to ensure timely communication and task completion.
- Coordinate external stakeholder communications (school contacts/clients, vendors, service providers, and key partners) and support relationship/reputation management on behalf of the studio.
- Support office operations including client communications and order processing, coordinating details, resolving routine issues, and escalating matters appropriately to leadership.
- Compile basic research and comparisons (vendors, pricing, operational options) and assist with inventory/supply tracking to support executive planning and day-to-day continuity.

Requirements and Skills:

- Bachelor’s degree in Communication, Business Administration, or a related field.
- 2+ years of professional experience in a related field
- Advanced skills in Microsoft Office Programs and experience with CRM operations.
- Familiarity with Adobe Photoshop and Adobe Lightroom is preferred to support studio workflows.

Strong background in administrative tasks and marketing support, including social media management.
Exceptional ability to prioritize tasks and meet strict deadlines in a fast-paced environment.
Superior time management and organizational skills.
High level of discretion and professionalism when handling confidential management information.
Must be comfortable working with confidential management information and signing confidentiality policies.

Remuneration:

\$37.00 CAD per hour

Full-Time (30 hours per week) permanent position.

This is an on-site position at 140-2250 Fremont St, Port Coquitlam, BC. Remote work is not available.

Benefits: Extended Health Coverage

How to Apply:

Please email your resume and cover letter to ron@photoexpressions.ca. Your cover letter should address your years supporting senior leadership, advanced MS Office examples (Outlook/Excel/Word), CRM experience, and experience coordinating vendors/clients and processing orders. Applications missing required documents may not be considered.

Shortlisted candidates will be required to provide 2-3 professional references.