https://intscanada.com/job/%e5%8a%9e%e5%85%ac%e5%ae%a4%e5%8a%a9%e7%90%86-office-assistant/

Office Assistant

Hiring organization
Medusa Entertainment

Employment Type
Full-time

Job Location
Toronto

Base Salary
$ 19

Date posted
2023?4?18?

Description

About us

Medusa Entertainment is a startup entertainment company that caters to the trendiest restaurants and nightclubs. Our team consists of talented dancers, acrobats, and creative designers who work hard to deliver exceptional entertainment experiences to our clients. Our team works on-site at some of the most well known spots around the city, but we are looking to add an Office Assistant to work 3 days a week at our new and very quiet headquarters.

Our work environment includes:

- Quiet office setting
- On-site parking
- Casual work attire
- Relaxed atmosphere
- Creative environment

Currently seeking an Office Assistant to join our startup and assist with tasks around the office. As an Office Assistant at Medusa Entertainment, you will be responsible for, but not limited to, the following:

- Cleaning, tidying and organizing costumes and other materials
- Build an online costume archive
- Communicate with talent and contractors via email, whatsapp, and Instagram
- Scheduling and coordinating talent and contractors
- Scheduling appointments
- Sourcing materials online, and sometimes in-person
- Responding to general inquiries and emails
- Assisting with social media

The ideal candidate for this position enjoys fashion and costuming, is creative, resourceful, highly organized, tech-saavy, detail-oriented, and able to manage multiple tasks simultaneously. You should have excellent communication skills, both written and verbal, and be comfortable working independently as well as part of a team. Experience in an administrative or office support role is preferred. Bonus points if you know how to operate a sewing machine.

This is a part-time position, Monday to Wednesday, 11am-5pm. You will be working in a very quiet office space. You are required to bring your own laptop, and you must have a Smartphone and Whatsapp.

To apply, please submit your resume and a cover letter outlining your experience and qualifications. We thank all applicants for their interest, but only those selected for an interview will be contacted.

Job Type: Part-time

Part-time hours: 18 per week

Salary: $19.00 per hour

Benefits:

- Casual dress
- Company events

Schedule:

- Day shift

Ability to commute/relocate:

- Concord, ON L4K 3C2: reliably commute or plan to relocate before starting work (required)

Education:

- Bachelor’s Degree (preferred)

Experience:

- Administrative experience (preferred)
- Front desk (preferred)

Work Location: In person

Medusa Entertainment

*INTS Consulting ??????????????