



https://intscanada.com/job/%e6%88%bf%e4%ba%a7%e5%85%ac%e5%8f%b8/

## CEO Assistant

### Description

If you are interested in a career with a dynamic organization, this is the right team you should join!

As a fast-growing international interior staging company, we are looking for a Personal Assistant with strong work ethic to provide day-to-day administrative support to the CEO.

### Responsibilities

- Manage time, resources, work flow and deadlines of the CEO, maximize efficiency and time
- Support the Founder and CEO in day-to-day activities, with secondary support to other members of the Exec team when required;
- Organize and coordinate schedules, meetings, and conference calls
- Assist with the buying research, planning, order placing and related task
- Provide administrative and other support to other departments as needed and as directed by supported executives;
- Other duties as assigned

### Qualifications

- Access to a reliable vehicle and valid driver's license
- Strong organizational, time-management and prioritization skills as well as solid analytical and problem-solving abilities
- Positive attitude, eagerness about continuous self-improvement
- Highly detail-oriented and organized with the ability to work under pressure.
- Highly effective written and verbal communication skills;

### Job Benefits

- Company events
- Stock options
- Store discount
- Bonus pay

### Contacts

Send your resume to [intsconsulting.hr@gmail.com](mailto:intsconsulting.hr@gmail.com)

### Hiring organization

INTS Consulting

### Employment Type

Full-time

### Job Location

Markham

### Working Hours

8 hour shift

### Base Salary

\$ 30,000.00 - \$ 50,000.00

### Date posted

2021-10-21