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

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?