

Executive Assistant role in Toronto at St Clair and Yonge

Seeking Personal / Executive Assistant:

Seeking an organized, detailed orientated, reliable, discreet and trustworthy person to work closely with the Toronto office of a global asset management company.

Personal attributes: mannerly, polite, sophisticated and knowledgeable on current affairs.

Located at St Clair and Yonge.

Must have working knowledge of Linked In, social media, excel, Microsoft Dynamics CRM, email organization systems, basic technology connectivity.

Work part time – five to ten hours a week - with the criteria below. Currently pays \$25 per hour.

Main tasks throughout the day are:

Oversee and coordinate the planning of meetings, events, conferences, seminars.

Prepare printed materials if necessary.

Maintain structured and orderly filing system for products and materials in soft copy.

Maintain and update MD CRM system, record contacts systematically and client lists

Maintain and update the master calendar for the office.

Review and file emails, maintain a system to be sure important emails are all addressed.

Coordinate/communicate upcoming events and conferences including RSVPs and venue bookings

Coordinate/communicate any office needs and appointments with calendar.

Be willing to shop for office supplies and gifts

Candidates will be screened by phone first. Please apply to martha.lgtcp@belcopc.com