



## **Position Description – Office Administrative Assistant**

Do you take pride in being the trusted right-hand go-to person? Have you developed the planning skills to anticipate requests and get them completed before they are asked? Do you have an eye for detail and work in a highly-organized way?

The Office Administrative Assistant is primarily responsible for providing full administrative support to the CEO, as well as a supportive branch for client experience administration and general office administration.

If you are totally this person - then we want to connect. We are an amazing People company located in Etobicoke, Ontario, Canada and we need an exceptional Office Administrative Assistant.

### **What does Learn2 have to offer you?**

Opportunities to learn about team, leadership, communications, sales and business skills. Opportunities to collaborate with a group of best practice leaders who are out changing how organizations work. We want someone we can trust and collaborate with who won't let our world down.

You get to have a voice in all we do. The opportunity to be an integral part of a growing team out to change the how the world works. You get the opportunity to define and innovate how we grow our team and our impact.

### **Position responsibilities include:**

1. Be a trusted contact for the CEO, his family, and the Learn2 Leadership team
2. Manage the CEO's calendar and bookings, and look for ways to make it more efficient
3. Review CEO's email inbox and flag priority actions/emails for the CEO to review
4. Track actions and outcomes for the CEO to keep him focused on time and task
5. Manage LinkedIn connections and requests daily
6. Troubleshoot technical support for the CEO's digital devices (iPhone, Google Pixel 2, MacBook, Apple Watch, etc)
7. Liaise with client Executive Assistants to arrange for executive meetings with the CEO
8. Draft correspondence for the CEO such as emails and meeting agendas
9. Take action with document management queries (Where do I find...?)
10. Coordinate pre-program logistics such as venue set up, participant roster collection and preparation, and post-program evaluation data entry
11. Schedule pre and post program meetings with the Facilitators and/or Designers
12. Coordinate and prepare the materials required for unforgettable client deliveries
13. Provide property management support for the CEO's real-estate properties
14. Complete personal tasks for the CEO and his family as needed



15. Work with the Learn2 team to integrate into existing processes and workflows
16. Streamline efficiencies and look for ways eliminate waste and increase productivity

### **Skills & Experiences:**

- You have 3-5 years experience working as a Personal Assistant or Administrative Assistant or Executive Assistant, ideally in a professional office environment or for an entrepreneur
- You have exceptional computer skills. You can quickly learn any software package and quickly create beautiful MS Office files with ease. We test these skills so it's a requirement. We use the full Microsoft Suite of products with heavy usage in Outlook, SharePoint, Excel, Word and PowerPoint
- Your verbal and written communication skills are exceptional and professional
- Experience using Adobe Acrobat Pro
- Excellent writing and editing skills
- Accuracy and attention to detail
- Ability to consistently meet daily, weekly and monthly deadlines
- Ability to rapidly learn and use new software
- Interest in learning and development
- French and Spanish languages an asset

### **Education**

- University Degree/College Diploma is preferred – although proven experience is more important.

### **How you will know if you are a fit:**

- You work flawlessly as a team member in our office headquarters
- You communicate directly and clearly about your needs to achieve the desired result
- Your proof-read everything
- You've effectively managed many small and large projects at the same time
- Your references keenly miss working with you and say you have initiative, are self-motivated with superior organizational and time management skills
- You've learned how to prioritize work so you keep others working and effortlessly handle last minute requests at the same time
- You read and appreciate all the details and will include your favorite song in your application
- You are mature. You understand discretion, confidentiality, and have sound judgment
- You want a role with a purpose-driven organization where your contribution is appreciated.



### **Reporting Structure, Location and Hours**

The Office Administrative Assistant reports to the CEO and works closely with other key team members. The ability to work collaboratively and creatively within a distributed organization is vital to this position, since team members and members are in different locations.

This is a full-time position at the Learn2 office, located in south Etobicoke (Kipling & Evans).

### **Application Instructions**

If this position describes you please send us a confidential email with your cover letter and resume in a single file to [Amy@Learn2.com](mailto:Amy@Learn2.com). Or even better yet, create a video resume and cover letter. You choose how you want to stand out from the crowd and let your creativity speak through your application. The posting will remain active until the position has been filled. Learn2 conducts pre-employment screening of all candidates.

Learn2 provides equal employment opportunity and to achieving an inclusive, diverse workplace that values each individual.