



Role: Executive Assistant and Office Manager	Reporting to: VP HR
---	----------------------------

Introduction:

Our goal at Pivotree is to help accelerate the future of frictionless commerce. We will help lead this change over the next decade because we believe a future where technology is embedded intimately into all aspects of our everyday lives can benefit everyone and will shape the interactions with the brands we love. We will help shape the future of frictionless commerce by working together with some of the best brands in the world and some of the best people in the industry to leverage converging technologies that will make it possible to accelerate frictionless commerce faster than ever.

Pivotree provides services focused on the design, implementation, management, and maintenance of complex ecommerce solutions for large enterprises. We provide the technical skills necessary to enable the effective use of technologies combined with the business context to leverage a solution to solve our clients' business challenges. We strive to fill the gaps in available technology with our own IP to reduce the barriers to adoption.

We enable inclusive, immersive and highly personalized experiences for our clients and their customers. We build our products with a view to productizing and scaling technology to lower the costs and reduce the risks of implementing and managing our integrated solutions. Each of our solutions starts with reliable and reputable e-commerce and MDM platforms, which run on enterprise grade infrastructure that are customized to meet a variety of client needs, situations, and budgets. Over the next 10 years we will add new categories and capabilities that will define frictionless commerce ecosystems.

This is a journey of technology acceleration combined with consumer readiness and adoption. We are looking for people capable of adapting relentlessly to the rapidly evolving world around us.

Position Summary:

This successful candidate will provide extensive support to the leadership team and interact productively with external stakeholders and take care of all office management activities. As an active contributor, they coordinate meetings and events, and participate on selected projects and initiatives as needed. This role requires a person that communicates effectively verbally and in writing. The successful candidate will be someone that thrives in a team environment, has a flexible mindset and enjoys working in a fast-paced business environment. Must be available to come to the Toronto office from time to time.



Roles & Responsibilities:

Executive Assistant

- Help senior executives be the most productive they can by helping them to focus on the highest value-add activities and reducing distractions.
- Manage the calendar of the senior executives, set up appropriate work and meeting times.
- Help manage travel and hotel for the senior executives
- Help create an annual calendar for board and earnings related meetings.
- Coordinate and manage meeting requests from the CEO and executives.
- Manage recurring meeting guest lists to ensure invites are up to date
- Book out-of-office lunch and dinners for small and large groups
- Work on quarterly earnings call video subtitles for public distribution
- Send out appreciation gifts for occasions that arise
- Schedule quarterly post earnings call with investors
- Manage sensitive matters with a high level of confidentiality and discretion especially decisions directly impacting the global operations of the company.

Office Manager:

- Partner with HR to coordinate onboarding and off-boarding of executive employees (manage and coordinate procurement, including new equipment for employees).
- Coordinate org-wide meetings and assist with internal communications
- Oversee and manage relationships with vendors and suppliers, including negotiating contracts
- Help set up travel accounts for executives , in addition to serving as a liaison between the agent and employee for last minute travel.
- Be the main point of contact for building related issues
- Help us maintain a safe and secure workplace by maintaining emergency contact information for the buildings.
- Assist with outlining or updating return-to-work policies, participating in real estate discussion and creating and distributing company-wide surveys.
- Help set up company-wide meetings
- Manage catering for in office meetings
- Send employee appreciation gifts, sympathy and celebration flowers.
- Help create an annual calendar for key company-wide meetings
- Assist Legal with gathering and authenticating necessary documents.
- Submit monthly surveys for business PPE use to the Government of Canada
- Assist regional office admins with the purchase of office supplies and mail forwarding.
- Address employee queries regarding office management issues while maintaining efficiency and professional relations with all staff

Key Skills and Competencies:

- Self-starter with the ability to multitask, and manage a significant workload
 - Excellent interpersonal skills and communication skills at all levels (both verbal and written)
 - Exceptional level of discretion and judgment with demonstrated problem-solving skills
 - Proven record of integrity and the ability to maintain confidentiality at the highest levels
 - Demonstrated ability to work in a fast-paced environment that is demanding with changing priorities and frequent interruptions
-



- Ability to work independently prioritizing and establishing deadlines for own work, and when work is delegated, for the work of others
- Professional, positive, and friendly manner
- Demonstrated high level of attention to accuracy and detail

Qualifications:

- University Degree will be considered an asset.
- 5 years of administrative support of Executives in a fast-paced, global company
- Proficiency in Google Suite would be considered an asset
- A proactive approach to work, with superior multitasking and prioritization skills
- Exceptional attention to detail

What we offer:

- A fun, fast-paced environment where you can make an impact, and where you and your experience are valued.
- Flexible work environment
- Uncapped vacation policy
- Medical and dental coverage, life insurance and other benefits
- Retirement savings plan

Pivotree is an equal opportunity employer. We celebrate diversity and are committed to creating an inclusive and accessible workplace.

To apply: <https://globalus61e2.dayforcehcm.com/CandidatePortal/en-ca/pivotree/Posting/View/1001>
