
ADMINISTRATIVE ASSISTANT – JOB NUMBER 05312023

Job Summary

The Administrative Assistant provides administrative and operational support to the Chief Executive Officer (CEO).

Our CEO is ambitious and serious about her mission. She truly needs an administrative assistant who is smart, driven, and can compliment her schedule and keep her accountable to her various companies and projects.

The Ideal Candidate Is

- A detail-oriented self-starter who exhibits sound judgment with the ability to prioritize and make decisions
- Energetic and eager to tackle new projects and ideas
- Comfortable interacting with high-level executives and investors
- A team player capable of cultivating productive working relationships across the team
- Resourceful, can-do attitude
- Thrives in a fast-paced environment
- A multi-talented individual who can take on a variety of responsibilities, including calling potential clients, assisting with lead generation, and managing a CRM. As a part of the sales team, you will play a critical role in driving the growth of the organization.

Skillset And Background

- Bachelor's degree preferred, College Diploma or a combination of education and experience will be considered
- Minimum of two years prior experience in supporting a senior executive or team and experience in the Franchising Industry is considered an asset
- Excellent computer skills, including Google Workspace and Microsoft Office Suite
- Exceptional writing, editing, and proofreading skills
- Familiarity and experience with sales and marketing and CRM maintenance is a plus, training will be provided
- Excellent organization and time-management skills

Primary Duties and Responsibilities

- Work directly with the CEO to support all aspects of their daily work routine
- Maintain the CEO's calendar, including scheduling meetings, appointments, speaking engagements, and travel (may include domestic and international) arrangements. Exercise discretion in committing time and evaluating needs
- Serve as a liaison between the CEO, staff and external stakeholders. This includes receiving and screening phone calls and visitors, emails and answering a variety of questions with tact and diplomacy
- Coordinate work with other staff as needed; play a key role in the coordination of staff efforts both within and outside the organization
- Event Planning: The ideal client must be willing to work with suppliers and venues to help with in-person and online events. You must be able to get up to speed quickly to understand the organization's brand image and guidelines
- Create marketing emails, advertisements, and social media posts on LinkedIn and Instagram for multiple platforms and accounts
- Assist the CEO in the development of presentations, reports and document for internal and external audiences
- Keep the CEO advised of time-sensitive and priority issues, ensuring appropriate follow-up
- Handle printing, courier, copying, filing, and email/messages
- Schedule meetings; assist in the preparation and distribution of meeting agendas and materials
- Attend meetings and take notes of discussion; prepare the initial draft of minutes and summaries
- Prepare, reconcile, and submit expense reports
- Create and maintain paper and electronic filing systems
- Maintain confidential and sensitive information
- Other additional and/or alternative duties as assigned from time to time, including supporting other departments or Executives as needed

Work Location, Details and Schedule

- You may have the option to work virtually occasionally; however, attendance in the office is required.
- Driver's licence and vehicle are required
- The role will be part time at approximately 20+ hours per week, with the potential to move up to full-time.
- Hourly wage commensurate with experience and commission will be paid on franchise sales (*discussed at interview*)
- Monday to Friday and occasional weekend availability is required. Typical hours 9:00 am-4:30 pm
- Health benefits are provided after three months probation and include:
 - Dental care
 - Vision care
 - Wellness program

How to Apply

Qualified applicants are asked to please send resume and cover letter outlining how you meet the qualifications for this position to admin@andreabaileybrown.com

Closing Date: Position will remain open until a suitable candidate is found.