



*YOUR STAFFING SOLUTIONS PARTNER*

## **Executive Assistant**

Are you an experienced Executive Assistant looking for that next great role in your career? If you answered yes, we may have the position for you ...

### **Do you enjoy ...**

- ✓ Providing administrative support to the team; including preparation of written materials, correspondence, ordering office supplies, and booking travel arrangements
- ✓ Accurately maintaining internal databases and outlook calendars, as well as addressing conflicting appointments.
- ✓ Managing the administration of the office which could include the operating budget.
- ✓ Coordinating and preparing for internal / external meetings.
- ✓ Communicating with key contacts to respond to inquiries
- ✓ Generating time and expense reports

### **Do you have ...**

- ✓ Experience in an Executive Assistant role
- ✓ Above average skills with Microsoft Office Suite (Word, Excel, Outlook, PowerPoint)
- ✓ Ability to work independently and a desire to take initiative
- ✓ Strong communication skills, both oral and written
- ✓ Excellent organization skills along with high attention to detail

If this describes you, what are you waiting for? Apply today!

Please send your resume to [jenniferadams@strictlystaffing.ca](mailto:jenniferadams@strictlystaffing.ca) or [kaylarafuse@strictlystaffing.ca](mailto:kaylarafuse@strictlystaffing.ca) we can't wait to meet you!