

**Title: Executive Assistant**

The Executive Assistant will provide personal and administrative support and must be extremely detail-oriented, organized, proactive, resourceful, and possess great interpersonal skills. It's essential to be a multi-tasking perfectionist, exceedingly trustworthy and have a positive, flexible and professional disposition.

This role requires schedule flexibility with primary working hours of 8:30 am to 5:30 pm, Monday through Friday, and will occasionally include working or being on-call during weekends and has some travel attached.

**Responsibilities:**

- General office administrative support including maintaining conference room calendar, and scheduling of meeting/conference rooms; preparing documents and/or presentations; completing on and off-site tasks as needed.
- Ensuring CEO is aware of meetings that he needs to attend.
- Responsible for answering, screening, rolling and logging phone calls and taking accurate notes
- Attend and take notes at meetings as requested by CEO.
- Responsible for personal administrative support; errands and purchasing, filing, frequent shipping, securing reservations, ordering and picking up meals, maintaining office and managing transportation vehicles.
- Responsible for compiling and managing corporate office expense reports.
- Assisting and booking all business-related travel including flights, hotels, cars and taxis, and preparing detailed Movement Orders.
- Greet guests; assist with special projects relating to guests/visitors
- Assist with personal matters and/or running errands as needed during standard business hours.
- Daily office and house runs, handling/tracking mail, packages, inter-office envelopes Assist with special projects and requests as required.

**Basic Qualifications/Requirements:**

- Bachelor's degree or equivalent experience.

- 2yrs experience in in a fast paced environment. Prior Entertainment or Agency experience strongly preferred.
- Demonstrated professionalism and ability to maintain the highest level of confidentiality and discretion.
- Excellent phone demeanour and ability to take thorough and accurate notes
- Ability to communicate with all levels of executive, management and staff.
- Excellent IT comprehension with an emphasis on Mac OS and iOS.
- Mastery of Google Suite and Microsoft office 365 required. Photoshop proficiency a plus.
- Excellent organisational and follow through skills.
- Excellent verbal and written communication skills.
- Ability to juggle multiple tasks and work within deadlines.
- Able to work independently and also be comfortable interacting with employees at all levels of the organisation and external company contacts.
- Must have a valid drivers.
- Must be flexible regarding on call (including weekends) work when required.
- Demonstrated ability to take ownership of assigned projects and exercise resourcefulness and creativity in selecting methods and techniques for obtaining solutions

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