

Junior Administrative Assistant

Job Overview

Our organization is looking for a junior administrative assistant to assist our CEO in his business operational as well client on-boarding tasks, Take a lead on the back office for the mentoring and coaching role in the start-up Eco system. You will be engaging with entrepreneurs and founders, being involved in the planning and organizing tech events.

Our mission is to help fresh graduates and those starting their career with a job where you have a great opportunity to grow in the business environment and learn from great entrepreneurs.

As an administrative assistant, your duties include

- write and answer emails
- manage the in-box and calendar of our CEO and directors
- submit/review applications
- arrange, manage and book meetings
- Project management and coordination
- perform a variety of general clerical and administrative tasks with high responsibility.

We are searching for a person who is skilled in administration support and willing to work with a diverse team. If you are a precise match for this position, then please do apply.

Responsibilities

- Manage the work process and allocate assignments to other regulatory employees.
- Provide assistance to train staff individuals and new employees.
- Implement and screen programs as coordinated by the administration and see the projects through to fulfillment.
- Respond to inquiries for all kinds of information related to the organization.
- Provide assistance with other administrative and clerical duties which include scanning, mailing, and copying to management.
- Coordinate and schedule appointments, meetings and travel arrangements for Managers.
- Respond to emails and answer phone calls as and when required.
- Maintain office policies and procedures.
- Supervise, organize and maintain files and databases in a confidential manner.
- Take over payrolls and cash-flow management

Requirements

- Diploma or certificate in Business Administration or similar field.
- Proven 1-year experience of working as an Assistant, Staff Assistant, Process coordinator or similar role.
- Strong knowledge of office management procedures and systems.
- Ability to analyze and operate workplace practices to enhance productivity.
- Strong verbal and nonverbal communication skills.
- Good problem solver.

- Excellent time management skills.
- Strong organizational skills.
- Ability to multi-task and prioritize day to day tasks.
- Ability to work individually or in a team.
- Attention to detail.

Why Work with Us

- The opportunity to grow into an executive assistant or other roles within the company
- Networking among community leaders
- Experience working with start-ups
- Become a part a supportive community of entrepreneurs across industries
- Open minded and inclusive team

This position is under some federal funding regulations and requires an Canadian PR or Citizenship, do you hold currently one or the other?