



Executive Assistant

- Toronto, Canada
- Full-time

Company Description

Matrix is a full service staffing firm providing professional recruitment solutions for a wide variety of careers.

Job Description

Salary: \$12.00 to \$15.00 hourly for 40 hours per week

Terms of Employment: Temporary Full Time

Business Equipment and Computer Applications: MS Excel; MS PowerPoint; MS Word; Accounting software; Quick Books; MS Office

Specific Skills

Establish and co-ordinate administrative policies and procedures; Conduct research; Analyze incoming and outgoing memoranda, submissions and reports; Liaise with departmental and corporate officials and with other organizations and associations; Arrange travel, related itineraries and make reservations; Prepare and co-ordinate the production and submission of summary briefs and reports; Compile data and prepare papers for consideration and presentation by executive committees and boards of directors; Prepare agendas and make arrangements for committee, board and other meetings; Meet with individuals, special interest groups and others to discuss issues and assess and recommend various courses of action based on meetings; Prepare invoices, reports, memos, letters, financial statements and administer contracts and other documents

Work Conditions and Physical Capabilities: Fast-paced environment; Work under pressure; Attention to detail; Large workload; Tight deadlines

Personal Suitability: Initiative; Effective interpersonal skills; Flexibility; Accurate; Team player; Excellent oral communication; Excellent written communication; Dependability; Reliability; Organized

Qualifications

Education: Completion of high school; Completion of college/CEGEP/vocational or technical training or equivalent

Experience: 2 years to less than 3 years

Additional information

All information will be kept confidential according to privacy guidelines.