

Executive Assistant

We are seeking an enthusiastic experienced Executive Assistant in our Toronto office who can support three of our executives.

Key responsibilities include:

- Provide confidential administrative support to members of the executive team
- Manage executive calendars with real-time scheduling support by booking appointments and preventing conflicts
- Provide email support by reviewing and prioritizing communications
- Assist with correspondence to internal/external parties as requested
- Assist with the development of reports and presentations
- Develop effective processes to proactively manage the needs of the executive team
- Maintain confidentiality of highly sensitive information
- Manage complex office administrative work requiring the use of independent judgment and initiative
- Perform ad-hoc administrative duties as needed

Qualifications

- A university degree or college diploma, ideally in media or business, or equivalent work experience
- 3-5 years prior administrative experience
- Strong organizational skills and ability to prioritize multiple tasks seamlessly with a strong attention to detail
- High proficiency in Microsoft Office (Outlook, Word, Excel, and Power Point), Adobe Acrobat, and social media web platforms
- Very strong interpersonal skills and the ability to build relationships with key stakeholders
- Available to work outside of core business hours when necessary
- Willingness to work remotely or in an office depending on needs of the business

Please submit resumes and salary requirements to: humanresources@axs.tv

Salary: 45k to 65k