



This is an interesting opportunity for someone who is not afraid to roll up their sleeves and get to work. This position is a key supporting role with a high level of responsibility and impact. The best type of EA is one that inserts themselves into the industry and can learn the processes and concepts quickly. This founder requires someone to organize them and hit the ground running. They would prefer someone who can easily commute into the Yorkdale area. The role is to support an essential business, and therefore is not remote. This person needs to be comfortable juggling multiple priorities while having the ability to represent the Founder's voice. We think there is a lot of opportunity for someone who is interested in the non-profit world and genuinely wanting to help. The organization specializes in support resources to disaster relief, the homeless and social services sector.

Executive Personal Assistant to Founder, Toronto

This is an amazing opportunity for an experienced Executive Assistant to fully own day to day operations and administration for a dynamic executive and lead on a variety of high-touch projects. You are a highly visible representative of the company and a passionate champion of the organization's culture and values. Detail-oriented is your main descriptor, and you live and breathe proactivity.

Day to Day:

You have the agility to adapt to frequent changes and can navigate personalities, build relationships, lead without authority, and can anticipate what needs to be done without always having full information.

- Management of a very busy inbox is one of the main focuses of this role. Being able to understand urgency is a must.
- You will master the executive's tone and style; you will collaborate with the executives as needed to draft follow up or pre-empt communications with partners to the businesses, clients and/or internal staff members.
- Build and maintain relationships with internal and external stakeholders and determine the importance of each in the executive's calendar.
- Plan, plan, plan. The executive works best when they are set for each meeting. Pre-Work and Pre-Planning must be one of your top skills.
- No job is too big, and no detail is too small; you offer support with executive communications and clerical duties with a can-do attitude.
- Provide supervision for the entire office (this is a small office)

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Qualifications:

- 3-5+ years of experience working for a grassroots non-profit or start-up.
- Exceptional organization, time management and project management skills; able to prioritize, operate with urgency and meet tight deadlines.
- Demonstrated good judgement – utmost discretion, tact, and professionalism.
- Open communicator. Not afraid to ask for help or bring up an uncomfortable discussion with the founder.
- Exceptional communication skills – ability to communicate clearly and concisely in oral and written communications; understand and adopt the voice of the executive office.
- Able to build relationships – comfortable and confident collaborating with internal and external stakeholders.
- Comfortable with social media is an asset.

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