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Executive Assistant

Description

Our client seeks an executive assistant to support their CEO, prioritizing hyper-organization, reliability, and strategic problem-solving. The ideal candidate is proactive and adaptable, thriving in a dynamic workplace. Responsibilities include handling confidential information, being highly motivated, and anticipating needs.

Responsabilités

- Providing high-level administrative support to the CEO, including managing calendars, scheduling meetings, and handling correspondence.
- Handling confidential information with discretion and maintaining the highest level of professionalism at all times.
- Adapting seamlessly to changing priorities and proactively anticipating the CEO's needs.
- Establishing and maintaining successful relationships with members of the executive team, ownership, and other stakeholders.
- Acting as a trusted gatekeeper for vendors, employees, and partners, ensuring efficient communication and coordination.
- Demonstrating strong influencing skills and the ability to effectively prioritize tasks to meet deadlines.
- Reviewing, summarizing, and organizing documents such as contracts, reports, and account statements.
- Preparing and submitting expenses, and booking and managing travel, events, and meetings, including logistics and materials.
- Working autonomously while also collaborating effectively with team members to achieve company goals.
- Anticipating requirements for improvements and increased effectiveness, implementing proactive solutions as needed.
- Using problem-solving abilities to predict and address requests and issues before they arise.

Qualifications

- Providing high-level administrative support to the CEO,

Organisation d'embauche

Entourage RH

Type d'emploi

Temps plein

Lieu de travail

Chateauguay

Salaire de base

75,000 \$ - **Salaire de base**

85,000 \$

Date postée

26 avril 2024

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- Anticipating requirements for improvements and increased effectiveness, implementing proactive solutions as needed.
- Using problem-solving abilities to predict and address requests and issues before they arise.
- A proactive and self-motivated attitude with a commitment to excellence.

Avantages sociaux

- Competitive salary and benefits package.
- Opportunities for professional development and growth.
- Dynamic and collaborative work environment.
- Opportunity to make a significant impact and contribute to the success of a growing company.