

Office Assistant

We are looking for a new Executive Assistant to support our executive team. The Executive Assistant will be responsible for performing a number of administrative duties. The ideal candidate is highly self-motivated, professional, and capable of managing their work load and prioritizing tasks in a fast-paced corporate environment.

Responsibilities:

- Coordinate executive communications, including taking calls, responding to emails and interfacing with clients
- Maintains executive's appointment schedule by planning and scheduling meetings, conferences
- Helping prepare for meetings
- Reading and analyzing incoming memos, submissions, and distributing them as needed
- Provide general administrative support
- Prepare internal and external corporate documents for team members and industry partners
- Welcomes guests by greeting them, in person or on the telephone; answering or directing inquiries
- Maintains office supplies inventory by checking stock to determine inventory level; anticipating needed supplies; evaluating new office products
- Arrange corporate events to take place outside of the work place, such as Team building
- Going to the bank and post office as needed
- Deal with a variety ad-hoc requests on a daily basis
- Uphold a strict level of confidentiality

Qualifications and skills:

- High school / College degree
- Advanced Microsoft Office skills
- Written and spoken Fluency in English
- Proficiency in collaboration and delegation of duties
- Strong organizational and problem-solving skills with impeccable multi-tasking abilities
- Equipment Maintenance
- Exceptional interpersonal skills
- Friendly and professional demeanor

If you're interested in talking with us, you can upload your CV via the button above this text, or just send us an email to careers@creitive.com and we'll get in touch as soon as we receive it.