

Administrative Assistant



Phone :

Web :

Job Summary

Vacancy :

Deadline : Sep 15, 2024

Published : Aug 15, 2024

Employment Status : Full Time

Experience : Any

Salary :

Gender : Any

Career Level : Any

Qualification :

Summary:

You are a proactive and organized professional with experience in administrative support. You excel in managing multiple tasks, exercising discretion and maintaining confidentiality; you thrive in a collaborative environment. Your strong communication skills and attention to detail ensure smooth operations and effective support for both the OCEO team and the executive team at Clio.

What you will work on:

- Supporting 1-2 executives, managing executive calendars, meetings, appointments and travel plans.
- Coordinate events and onsite in collaboration with an Executive Assistant
- Manage monthly expense reports and maintain organized records.
- Coordinate all aspects of executive travel, including itineraries
- Handling inquiries and requests, triaging business priorities with support from an Executive Assistant
- Provide support to the OCEO team and collaborate with other departments
- Contribute to the OCEO internal resources and community of best practices
- Administer department tools including our knowledge management system, ensuring content is up-to-date
- Assist with special projects and other related duties as assigned

What you bring:

- 1-3 years of related administrative experience, preferably in a SaaS or tech environment
- Proficiency with G-Suite, Zoom, Slack, Asana, Concur, and similar tools
- Strong organizational and multitasking skills
- Excellent written and verbal communication skills
- Discretion & confidentiality in handling sensitive information
- Collaborative and a self-starter mindset, with a bias to action
- Embraces a mindset of continuous learning and improvement.
- Ability to work in-office multiple days per week.

What you will find here:

Compensation is one of the main components of Clio's Total Rewards Program. We have developed a series of programs and processes to ensure we are creating fair and competitive pay practices that form the foundation of our human and high-performing culture.

Some highlights of our Total Rewards program include:

- Competitive, equitable salary with top-tier health benefits, dental, and vision insurance
- Hybrid work environment, with expectation for local Clions (Vancouver, Calgary, Toronto, and Dublin) to be in office min. once per week on our Anchor Day.
- Flexible time off policy, with an encouraged 20 days off per year.
- \$2000 annual counseling benefit
- RRSP matching and RESP contribution
- Clioversary recognition program with special acknowledgement at 3, 5, 7, and 10 years

The full salary range* for this role is \$52,700 to \$62,000 to \$71,300 CAD.

**We aim to hire all candidates between the minimum and the midpoint of the full salary range. We reserve the midpoint to the maximum of the salary band for internal employees who demonstrate sustained high performance and impact at Clio. The final offer amount for this role will be dependent on individual experience and skillset of the candidate. Please note there are a separate set of salary bands for other regions based on local currency.*

Education & Experience

Must Have

Educational Requirements

Compensation & Other Benefits
