

Administrative Assistant

Phone :
Web :



360insights
how it all makes sense.

Job Summary

Vacancy :

Deadline : Nov 07, 2024

Published : Oct 07, 2024

Employment Status : Full Time

Experience : Any

Salary :

Gender : Any

Career Level : Any

Qualification :

Job Description

Base salary CAD \$50,000 - \$55,000*

Plus Bonus, Equity & Benefits

* Pay transparency

Our salary ranges are determined by role, level, and location. The range displayed on our job posting reflects the minimum and typical maximum target for new hire salaries for the position, it does not reflect the maximum salary for the role over time. Within the range, individual pay is determined by job-related skills and experience demonstrated during the interview process.

What you will be doing:

The Administrative Assistant acts as the central point of contact for our President's office and provides administrative support to various members of the Executive Leadership Team as assigned by the Director, Administration & Executive Assistant to the CEO. With high attention to detail, the Administrative Assistant is accountable for a variety of organizational, scheduling, event management and clerical duties as needed by our Leadership Team. They ensure the President's office is operating at the 360 standard, managing day-to-day office obligations and inquiries. Responsibilities include:

- Responsible for heavy calendar management, including calendar interactions with various time zones and administrative duties such as ad hoc projects, records management, emailing, tracking and follow thru of tasks etc.
- Organize onsite/offsite events and meetings, Teams/Zoom and travel logistics, including flights, ground transportation, and/or hotel reservations, team events, and related catering and logistics and tracks to budget.
- Manage and analyze multiple forms of incoming communication including: - receiving, screening, and handling calls, Teams and emails requests
- Working with the Administrative Team to ensure traveller needs are being supported on a 24x7x365.
- Prepare presentations and reports for external/internal meetings, appointments and conference calls. Research and collate information from a variety of sources such as reports, documents and correspondence
- Clerical support: prepare and submit expense reports, filing, scanning, photocopying
- Manage accounts and invoices ensuring the streamlining of services where applicable.
- Assist with the planning and coordination of team events such as holiday parties, All-Hands meetings, Go-to-market meetings etc.
- Ensure the overall efficiency of daily operations by monitoring day-to-day workflow and delegating tasks accordingly.
- Work closely with the administrative team to ensure standards and processes are followed and adhered to.

What you'll bring to this role:

- Exceptional knowledge of Microsoft Office and Outlook
- Effective verbal, written communication and interpersonal skills
- Outstanding organizational and follow-thru skills
- Fast learner, detail oriented, efficient working style and ability to work independently
- Ability to work in a fast-paced environment, under pressure and very tight deadlines
- Excellent analytical, thinking and problem-solving skills
- Excellent prioritization and time management skills.

Why 360?

Here at 360insights you will be a part of a fast-paced global technology company that is innovating and leading in the channel incentives and insights industry. You will be helping us to deliver great solutions for some of the world's most recognizable brands all within an inspiring and inclusive culture that has certified us as a Great Place to Work® in Canada, the USA and the UK.

At 360insights, we take pride in being a people-first organization, dedicated to fostering a vibrant values-based and inclusive culture. Our commitment to this ethos is reflected in our day-to-day operations and interactions with both team members and clients.

Diversity and Inclusion: We wholeheartedly welcome individuals from all walks of life to join our team. 360insights is committed to providing equal employment opportunities to people of every race, religion or belief and ethnic origin, regardless of age, disability, sexual orientation, or gender identity. You can find out more about our DEIB Vision on our website. We encourage applications from individuals with disabilities, and accommodations are available upon request for candidates participating in all stages of the selection process.

Experiences that create growth. Growth that creates experiences: At 360insights, every facet of our business presents opportunities for personal and professional development, allowing you to explore diverse disciplines and rewarding work experiences. Our commitment to growth is supported by robust Learning and Development (L&D) initiatives and mentorship programs, ensuring that you have the tools and support needed to thrive and grow as an Insider.

[Apply for this job](#)

Education & Experience

Must Have

Educational Requirements

Compensation & Other Benefits
