

Executive Assistant



Phone :
Web :

Job Summary

Vacancy :
Deadline : Oct 24, 2024
Published : Sep 24, 2024
Employment Status : Full Time
Experience : Any
Salary :
Gender : Any
Career Level : Any
Qualification :

Job Description

Meet Benevity

Benevity is the way the world does good, providing companies (and their employees) with technology to take social action on the issues they care about. Through giving, volunteering, grantmaking, employee resource groups and micro-actions, we help most of the Fortune 100 brands build better cultures and use their power for good. We're also one of the first B Corporations in Canada, meaning we're as committed to purpose as we are to profits. We have people working all over the world, including Canada, Spain, Switzerland, the United Kingdom, the United States and more!

Seeking a dynamic, self-motivated Executive Assistant (EA) for **an initial 6-month contract** to support our executive team across time zones. Your role will involve managing schedules, enhancing communication, coordinating projects, and ensuring efficiency with diligent follow-ups and organization.

What you'll do:

- Provide administrative support to multiple executives
- Expertly manage schedules using Mac and Google Suite, handling multiple calendars and last-minute changes
- Support projects from start to finish, including weekly tasks and new initiatives
- Handle meeting logistics for groups of 2 to 800, including deck preparation, room bookings, and catering
- Develop communications like proposals and presentations
- Assist in organizing events to engage employees and clients
- Coordinate travel arrangements and host visits for clients or candidates
- Complete monthly expense reports and corporate Visa reconciliations for senior leadership
- Tackle ad-hoc tasks related to business needs and executive team responsibilities

What you'll bring:

- 3-5 years in an Administrative or Executive Assistant role
- Experience supporting multiple executives simultaneously
- Proactive, responsive, and initiative-taking approach to anticipate executive needs
- High attention to detail in all tasks, from meeting invites to reports
- Adaptable and open to feedback, with strong problem-solving skills
- Excellent written and verbal communication abilities
- Preference for candidates with startup or tech company experience
- Proficiency in Mac, Microsoft Suite, Google Suite, Google Drive, and Slack is beneficial

Discover your purpose at work

We're not employees, we're Benevity-ites. From all locations, backgrounds and walks of life, who deserve more ... Innovative work. Growth opportunities. Caring co-workers. And a chance to do work that fills us with a sense of purpose.

If the idea of working on tech that helps people do good in the world lights you up ... If you want a career where you're valued for who you are and challenged to see who you can become ...

It's time to join Benevity. We're so excited to meet you.

Where we work

At Benevity, we have developed a Community First approach that we design our people's experience around with goals to build a strong community and culture, achieve stellar execution of our business goals and social mandate, and ensure Benevity-ites thrive. For those who live within a reasonable commuting distance to an office, we can split our time working in the office and from home to optimize the opportunities of both, with the requirement that we spend at least 50% of the time in the office.

Join a company where DEIB isn't a buzzword

Diversity, equity, inclusion and belonging are part of Benevity's DNA. You'll see the impact of our massive investment in DEIB daily — from our well-supported employee resources groups to the exceptional diversity on our leadership and tech teams.

We know that diverse backgrounds, experiences, skills and passions are what move our business and our people forward, so we're committed to creating a culture of belonging with equal opportunities for everyone to shine.

That starts with a fair and accessible hiring process. *If you want to feel seen, heard and celebrated, you belong at Benevity.*

Candidates with disabilities who may require accommodations throughout the hiring or assessment process are encouraged to reach out to accommodations@benevity.com.

[Apply for this job](#)

Education & Experience

Must Have

Educational Requirements

Compensation & Other Benefits
