

Executive Assistant

Phone :
Web :



Job Summary

Vacancy :

Deadline : Nov 30, 2024

Published : Oct 30, 2024

Employment Status : Hybrid

Experience : Any

Salary :

Gender : Any

Career Level : Any

Qualification :

Job Description

Financeit is a point-of-sale financing provider serving some of the largest home improvement and retail organizations in Canada.

Our platform helps businesses of any size close more sales by offering customers affordable monthly payment options for their next big home improvement, vehicle or retail purchase. Financeit is small enough that you can make an impact within the company and large enough to make an impact in the market.

As focused as we are on creating unique, category-defining products, we are also building a distinct and inclusive culture. We're a diverse and dynamic team seeking the best and brightest talent to help us achieve our company goals, and to continue to build on our award winning culture.

About the role:

We are seeking an Executive Assistant to join our growing team! In this role, you will report directly to the President of Financeit and provide support services to our C-Suite Executive team members. You will be responsible for everything from calendar management, to travel bookings, to expense management, to organizing fun team dinners and events. The ideal candidate has 4+ years of Executive Assistant experience in tech or a startup environment, extremely strong organization and communication skills, and is proactive with keen attention to detail. If this is in line with your skillset and is something you're passionate about, we want to hear from you!

Hybrid: 3 days in office

Location: 8 Spadina Avenue – "The Well"

What you'll do:

- Plan annual meeting calendar and coordinate resources for effective communication.
- Manage executive schedule and act as a liaison for the executive team (CEO, COO and CFO primarily, but can occasionally include other C-suite team members as needed).
- Plan, organize and implement events, such as meetings, business luncheons, or client dinners.
- Capture action items and follow up with key stakeholders post meeting to ensure timely completion.
- Capture meeting minutes, action items from meetings and follow up to ensure timely completion.
- Prepare reports, presentations, and data, as well as maintain files, records, and correspondence for meetings.
- Arrange travel, accommodations, itineraries, and all correspondence related to arrangements as needed.
- Handle confidential information; organize and maintain files; Perform clerical duties, take memos, and organize, photocopy, fax, and collate documents as needed.
- Organize team events, and employee team building activities or special projects.

[Apply for this job](#)

Education & Experience

Must Have

Educational Requirements

Compensation & Other Benefits
