

Executive Assistant

Phone :

Web :



Job Summary

Vacancy :

Deadline : Aug 23, 2024

Published : Jul 23, 2024

Employment Status : On-site

Experience : Any

Salary :

Gender : Any

Career Level : Any

Qualification :

Job Description

Redbrick is headquartered on the traditional Coast Salish territory, and we respectfully acknowledge the Lekwungen and W̱SÁNEĆ People of this region. With gratitude, we live, work, and care for this beautiful land.

One thing that our team members say they value most is our fun and truly "people-first" culture. Ours is a place where you're given the autonomy to do your best work and provided with all the tools and support you need to do so. Here are some of the things our team loves most about working at Redbrick:

- Highly competitive salary
- Attractive vacation, healthcare & benefits, including generous RRSP matching (Canada) and 401k (US)
- "People-first" culture that prioritizes fun
- Autonomy and freedom to do your best work on your own terms (you won't find any micromanagers here!)
- Flexibility to work remotely
- State-of-the-art and centrally located offices (Victoria & Minneapolis)
- Remote work fund to create a successful home working setup
- Opportunities to work on interesting products
- High-end hardware and equipment – in the office and at home
- Opportunities to learn and grow through professional development support, funding, and mentorship
- Internal mobility: opportunities to work with various products and teams across the Redbrick portfolio of companies
- Monthly fitness reimbursements to support a healthy and active lifestyle

Redbrick is a parent organization with a mission to build, acquire, and scale companies that empower digital entrepreneurs. Headquartered in Victoria, British Columbia, we've scaled from local start-up to global name in a few short years, conceptualizing new business ideas, acquiring established companies, and growing them to super-scaled profitability – all thanks to the people we hire.

- 5 portfolio companies and growing
- 1 amazing shared service team
- 200+ employees

"I've never worked anywhere with such a range of opportunities to expand your skills. We get to work with a multitude of brands, and an outstanding team. Redbrick is a place where you always feel supported to do your best work."

–Mike, Redbrick

We are changing the way work gets done, and building an exceptional team is our top priority. We cheerlead your goals and accomplishments and are invested in your future. **As a vital part of the Executive Operations team, this role specifically will be an in-office position.**

What does a day look like in my role?

We're thrilled to be expanding our Executive Operations team with adding another Executive Assistant. This role is crucial for providing essential support to our executive and portfolio leadership team, ensuring that day-to-day operations run seamlessly. As part of the team, you'll report to the Director of Executive Operations and collaborate closely with our operations team to optimize the efficiency of our leadership team.

Your day will start with managing your inbox, handling urgent requests, and organizing calendars for the day's activities. Beyond that, you'll be busy booking meetings with internal and external stakeholders, coordinating travel arrangements, managing calendars, handling expenses, and assisting with personal tasks. Each day brings new challenges and tasks, keeping you on your toes and making a real impact on our operations. Join us in this exciting opportunity to contribute to our dynamic team!

This role and the support it provides to our executive and leadership teams contributes to the overall success of our business. This is an **in-office position** that requires adaptability, forward-thinking, and a proactive mindset. We are seeking someone who can anticipate needs and stay one step ahead, ensuring a smooth flow of operations. We get it: You want to know what you're signing up for before you apply, right? This is what you need to know: As an **Executive Assistant**, you'll be responsible for:

- Providing comprehensive administrative support to the executive team and portfolio leadership team.
- Collaborating with the executive operations team to ensure a cohesive and efficient support structure for executives and portfolio leadership team.
- Inbound Management and Calendar Preparation:
 - Begin the day by checking the inbox for urgent requests.
 - Ensure that calendars are prepared, and daily activities are well understood.
 - Maintain and organize calendars for the leadership team.
- Booking meetings with both internal and external stakeholders.
- Directly supporting the CEO and management team by reading, researching, and routing correspondence; drafting letters and documents; collecting and analyzing information; initiating telecommunications.
- Acting as a communication liaison between leadership and individuals or groups within and outside the organization.
- Coordinating travel arrangements for executives and employees.
 - Handling pricing approval, booking, and expenses related to employee travel.
- Updating and maintaining records and managing the corporate filing system.
- Contributing to the bigger picture of business growth and development.
- Maintaining client confidence and protecting operations by ensuring the confidentiality of information.
- Assisting the operations team in various ad hoc projects making the role very interesting and exciting
- Sitting in on weekly meetings to build rapport with managers and directors.
 - Make note of action items and facilitate their progress.
- Demonstrating flexibility in decision-making patterns to align with varying needs.
- Assisting with business and personal tasks upon Executive requests.

• After 1 week

- Introduction to G Suite, Zoom, Slack and other tools
- Familiar with the office facility and where to find supplies
- Introduction to Expensify

• After 1 month

- Familiar with day-to-day flow, who to ask for what
- Ownership of administrative tasks
- Assisting with multiple projects and tasks
- Met with all Stakeholders and gained an understanding where they need support

• After 6 months

- Further ownership of tasks and responsibilities
- Created relationships with Stakeholders and working on processes to assist them
- Identifying any gaps in services and working on solutions
- Ownership of expense submittal for assigned Stakeholders

What we would like to see in you.

Every Redbricker has three things in common: *We're curious, hungry, and good-humoured.* We try our best to balance hard work with good, old-fashioned fun. As a **Executive Assistant** with Redbrick, there are extra specialties we're on the lookout for:

- **Experience:** 1-2 years in administrative or executive support roles.
- **Tech Savvy:** Proficient in modern technology tools for administrative efficiency.
- **Communication Skills:** Exceptional verbal and written communication abilities.
- **Organizational Mastery:** Proven skill in prioritizing tasks and managing a busy schedule.
- **Confidentiality:** Ability to handle sensitive information with discretion.
- **A Plus:** Having a vehicle is beneficial but not mandatory.

What next?

If you're picking up what we're putting down, applying is easy as 1, 2, 3.

1. Apply with your cover letter and resume and links to your GitHub or public repos.
 2. Take this opportunity to tell us your story and why you'd be a good fit for our team.
 3. Be sure to follow us on [Facebook](#), [LinkedIn](#), [Twitter](#), and [Instagram](#) for all that is happening at Redbrick!
- Redbrick is committed to creating a diverse environment where everyone can be their true authentic selves. We value all differences as they are essential for a thriving, happy, and productive workplace. Join us and help build a disruptive company where we are all proud to belong.

Education & Experience

Must Have

Educational Requirements

Compensation & Other Benefits
