

Executive Assistant (Contract)



Phone :
Web :

Job Summary

Vacancy :
Deadline : Jul 13, 2024
Published : Jun 13, 2024
Employment Status : Hybrid
Experience : Any
Salary :
Gender : Any
Career Level : Any
Qualification :

Job Description

Who are we?

Our mission is to scale intelligence to serve humanity. We're training and deploying frontier models for developers and enterprises who are building AI systems to power magical experiences like semantic search, RAG, and agents. We believe that our work is instrumental to the widespread adoption of AI.

We obsess over what we build. Each one of us is responsible for contributing to increasing the capabilities of our models and the value they drive for our customers. We like to work hard and move fast to do what's best for our customers.

Cohere is a team of researchers, engineers, designers, and more, who are passionate about their craft. Each person is the one of the best in the world at what they do. We believe that a diverse range of perspectives is a requirement for building great products.

Join us on our mission and shape the future!

Why This Role:

The People Operations team at Cohere is looking for someone who thrives in a dynamic, collaborative, and fast-paced environment to help support members of our executive team in Toronto.

Please Note: We are looking for candidates based in Toronto for this role. This is a hybrid position, and the expectation is to be in the office a few times per week.

As Executive Assistant, you will have the opportunity to work cross-functionally and provide high value and impact to the leadership team and the company as a whole. You will manage multiple executive calendars, travel coordination, team building, and various other projects.

As an Executive Assistant, you will:

- Manage the day-to-day schedules for three executives, including calendaring, booking meetings and personal appointments, and other commitments to ensure a balanced and efficient workday
- Coordinate internal and external meetings (think 1:1s, board meetings, partner meetings) and assist with documentation that may be required in conjunction with meetings
- Oversee travel arrangements and logistics for our leadership team
- Work to identify new ways to add value and proactively take on tasks that can help our leadership team be more productive. We're looking for someone who loves to optimize operations and processes and is equally excited to share their ideas with our team!
- Coordinate team events and offsites
- Communicate effectively with internal and external stakeholders while maintaining a strict level of confidentiality
- Create and maintain internal documentation, share knowledge, and also work on formatting communications for the leadership team

Experience needed:

- 2+ years of experience working as an Executive Assistant or Administrative Assistant
- Proven experience partnering with senior leaders in a fast-paced, growing, innovative environment
- Experience managing multiple calendars, demonstrating flexibility and problem-solving abilities to adjust or prioritize schedules
- Professional level experience with tools like Google Workplace (Calendar, Mail, Docs, Sheets, Google Meet, etc.) and Slack

You may be a good fit if you:

- Anticipate others' needs and can work proactively to address them
- Are a strong communicator, both written and verbal - and feel comfortable speaking to C-level stakeholders
- Are highly self-motivated and exercise discretion, tact, and professionalism
- Are detail-oriented, love staying organized, and remain calm under tight deadlines
- Enjoy a balance of collaborative and independent work

We value and celebrate diversity and strive to create an inclusive work environment for all. We welcome applicants of all kinds and are committed to providing an equal opportunity process. Cohere provides accessibility accommodations during the recruitment process. Should you require any accommodation, please let us know and we will work with you to meet your needs.

Our Perks:

- ☑ An open and inclusive culture and work environment
- ☑ Work with cutting-edge AI technology
- ☑ A vibrant & central location
- ☑ A great selection of office snacks
- ☑ Performance-based incentives

Education & Experience

Must Have

Educational Requirements

Compensation & Other Benefits
