

Executive Assistant & Office Manager



Phone :

Web :

Job Summary

Vacancy :

Deadline : Jul 01, 2024

Published : Jun 01, 2024

Employment Status : Hybrid

Experience : Any

Salary :

Gender : Any

Career Level : Any

Qualification :

Job Description

Thrive's mission is to help people at all stages of their career. Career wellness is about more than just getting your next job, or even your next promotion. We deeply care about our users' career paths and work to ensure they have access to great tools to help them Thrive.

In this role, you'll be working closely with our Executive Team and a number of key stakeholders to continue Thrive's growth and success. This is an excellent opportunity for any individual looking to learn and grow within a growing startup environment. You will have the chance to develop an understanding of how early stage businesses work as Thrive supports thousands of individuals to build and develop in their careers.

What you'll be doing in this role:

- Providing administrative support our CEO, including calendar management and meeting scheduling, coordinating travel, making reservations, and preparing any necessary materials
- At times, acting as a liaison between the CEO and key stakeholders, maintaining effective communication and handling inquiries promptly and professionally
- Managing receipts and submitting expense reports for Thrive's executive team
- Overseeing general office operations
- Managing office supplies, equipment, and inventory, as necessary
- Providing support with company events
- Maintaining confidentiality of sensitive information and handle it with discretion
- Participating in continuous improvement initiatives, including identifying opportunities to streamline processes, improve quality
- Completing other duties as we may request which are consistent with your abilities and responsibilities

Skills & Experience, Required:

- 3-5 years of experience in providing comprehensive administrative support in a similarly structured position
- Experience in planning and coordinating company events or meetings
- Understanding the importance of confidentiality and data protection
- Proficient in Microsoft Office & Google Suite software
- Flexible and able to adapt to changing priorities
- Available to work at the office 4 days a week

Life at Thrive:

- Supportive work environment
- Strong opportunity for growth and career progression
- Flexibility to work from home
- Office located in downtown Toronto; easily accessible by public transit
- Health Insurance & Wellness Coverage
- Learning & Development Allowance
- Health & Fitness Allowance

Compensation: \$50-60k Annually

Hybrid Environment - 4x weekly

All applicants must be authorized to work in Canada. We thank all applicants for their interest in working with us. Only candidates considered for an interview will be contacted.

At Thrive we understand and value diversity in our employees and are proud to be an Equal Opportunity Employer. If you require accommodation at any time during the recruitment process please let us know.

Education & Experience

Must Have

Educational Requirements

Compensation & Other Benefits
