

Administrative Assistant (Editorial Support)

We are seeking Administrative/ Editorial Support personnel to provide support to the senior management. The successful incumbent will have strong communication and interpersonal skills along with a willingness to develop and grow into the company. Being highly organized and a desire to thrive in a high-pressure environment is essential to succeed in this role.

Requirements:

- Exceptional communication capabilities, both oral and written
- Sound comprehension administrative systems and procedures
- Excellent knowledge of MS Office and G-Suite
- Mature individual with sound work ethic, positive attitude and ability to delegate tasks to the team
- Exemplary planning and time management skills with an ability to multitask and prioritize daily workload
- Up-to-date with advancements in office gadgets and applications
- Must maintain discretion and confidentiality
- Similar experience in a publication is an asset
- Minimum High School Degree; Diploma/ Certificate in Project Management is a plus

Responsibilities include (but not limited to)

- Assist with clerical and general office duties including (but not limited to) typing several documents, faxing, filing, record-keeping and file maintenance
- Delegate projects to the staff, coordinate projects developments between the departments and ensure that the deadlines are met on time
- Conduct research to gather the information that will be used to write articles, that can include anecdotes, photos or illustrations on various topics for the company's online and print publication
- Assess the projects submitted by the staff prior to sending them to the management for final review
- Develop and carry out an efficient documentation, filing system and maintain databases accurately
- Effectively proofread and/or edit articles and blogs
- Process and complete work orders/ invoices accurately and promptly
- Maintain logs, arrange meetings and appointments and deliver reminders
- Transcribe interviews; take dictation, record minutes diligently and send minutes to the management
- Send weekly / monthly reports to management
- Complete other projects and duties as assigned

Location: Toronto, ON

Job Type: Full Time/ Permanent

Start Date: ASAP

NOTE: THIS IS NOT A REMOTE POSITION