

Executive Assistant – Dark Tools Toronto, ON

We are seeking a multi-talented Executive Assistant to provide support to a team of four executives. The position will require a dynamic, energetic, positive, motivated and independent self-starter with an ability to quickly learn new skills and manage many competing task and timelines.

The successful incumbent will be professional, eager to continue to develop and grow, have the desire and ability to take on new and exciting tasks and bring balance to a demanding and fast paced environment.

Responsibilities (include but are not limited to):

- Provide day-to-day support to the Executive team including:
 - Manage emails as required
 - Direct calls
 - Escalate concerns as appropriate
 - Manage executive teams schedules
 - Liaise with internal teams where appropriate
- Assist in event planning
- Coordinate and book all travel
- Assist with client needs as required
- Develop and maintain relationships internally and externally

Qualifications:

- Professional Executive Assistant with 8-10 years' experience
- Exceptional communications skills (verbal and written)
- Strong computer skills (MS Office & Mac Software), with the ability to learn new programs quickly
- Excellent organizational & time management skills & the ability to prioritize multiple tasks
- High attention to detail
- Ability to work independently within a fast, ever changing environment
- Excellent problem solving skills
- Ability to read floor plans and reflective ceiling plans is a strong asset

To apply for this exciting opportunity, please submit your up-to-date resume and cover letter by **noon on Wednesday, April 3rd**. Please indicate your availability to start as well as your salary expectations.