

# Administrative Assistant

Our print and online magazine is seeking an Administrative Assistant to support the administrative and design functions of our magazine operations. The successful incumbent will possess a professional demeanor, have exceptional communication skills and a personable attitude.

## Responsibilities include (but are not limited to):

- Support the Design and Administrative team by delegating and coordinating client request and projects.
- Ensure the processing of work orders are completed accurately and on a timely manner.
- Ensure department and team documentation is complete and communicated correctly
- Facilitate team meetings, take meeting minutes and transcribe
- Maintain databases and filing systems
- Review completed designs for flare, accuracy, colour coding and theme.
- Complete magazine ad schedule and work forms
- Ensure admin staff complete regular office maintenance and inventory duties
- Complete other projects and duties as assigned

## Requirements:

- Excellent communication, interpersonal and planning skills
- Strong attention to detail with a keen eye for design
- Minimum of 1-2 years of experience supporting in a similar role
- Post-secondary education in Marketing, Business administration or similar field is an asset
- Knowledge of design principals is an advantage
- A strong business sense and passion to generate revenue
- Previous team-lead experience is an asset
- Highly efficient in using MS Office Suite such as Word, Excel, PowerPoint and Outlook
- Ability to work independently and as a team with a results-driven attitude
- Exceptional grasp of the English language, both oral and written
- Sound work ethic, positive attitude and very flexible
- Must have a typing speed of at least 40 wpm

Job Type: Full-time

Job Location: Toronto, ON