



## POSITION ANNOUNCEMENT

Job Title: Executive Administrative Assistant  
Department: Retail Sales  
Reports To: John Zupo - President

### **DESCRIPTION:**

The successful candidate must possess the ability to support multiple business partners and manage multiple projects. This will entail balancing changing needs and priorities. This position requires strict adherence to confidentiality and the maintenance of confidential information.

Key Responsibilities include:

- Provide administrative support to the Canadian Leadership Team (CLT)
- Consolidate invoices, and prepare and process invoices for payment
- Manage travel and T&E for business partners
- Schedule and manage meetings and conference calls
- Transcribe meeting notes
- Overall facilities management of Front Office & Houses: supplies, budgets, maintenance and cleaning
- Mail/FedEx coordination/distribution
- Other responsibilities as required

### **The Preferred Candidate Should Possess the Following Qualifications:**

- Minimum: 7 years administrative experience
- Demonstrated experience dealing with confidential and proprietary information
- Proficiency with Microsoft Word, Excel and PowerPoint (and Internet)
- Proficiency utilizing general office equipment
- Excellent organization and documentation skills
- Ability to coordinate meetings and functions
- Ability to prioritize responsibilities
- Prior experience in the Consumer Products Industry is preferred

If interested, please send resume (and recommendation from your immediate supervisor) to Mireille Duclos

Post: May 18, 2012

Remove: May 25, 2012