

Corporate Overview:

Hallmark Housekeeping Services Inc. is Canada's premium janitorial service provider, leading the industry in sustainable and innovative solutions. Our focus is to service our customers by providing a consistent and superior level of cleaning services in an economical, safe and environmentally responsible manner.

Position Summary:

The Executive Assistant will work closely with our GTA executive team and will report directly to the Executive Vice President. In addition to having considerable experience working as an Executive Assistant, the ideal candidate should have the below qualifications and skills:

- Proven experience as an executive assistant or other relevant administrative support experience.
- In-depth understanding of entire MS Office suite.
- High school diploma.
- Ability to organize a daily workload by priorities.
- Must be able to meet deadlines in a fast-paced quickly changing environment.
- A proactive approach to problem-solving with strong decision-making skills.
- Professional level verbal and written communications skills.

The responsibilities of this position include but are not limited to:

- Will support the GTA executive team. (CEO, EVP, SVP, VP)
- Preparing reports, memos, letters, and other documents.
- Prepare expense reports for all executive team.
- Answering calls directed to the executive team and routing to the correct person or taking messages.
- Filing and retrieving corporate records, documents, and reports.
- Helping prepare for meetings.
- Accurately recording minutes from meetings.
- Greeting visitors and deciding if they should be able to meet with executives.
- Using various software, including word processing, spreadsheets, databases, and presentation software.
- Reading and analyzing incoming memos, submissions, and distributing them as needed.
- Managing travel arrangements and accommodations for the company.
- Opening, sorting and distributing incoming faxes, emails, and other correspondence.
- Provide general administrative support.
- Manage company general email (info@).
- Coordinating office cleaner to clean various offices as per schedule.
- Obtain, review and assign incoming postal mail accordingly.

This is a time-sensitive job posting. Please submit your resume and cover letter by Friday January 31st, 2020.

Hallmark Housekeeping Services Inc. is an equal opportunity employer, and does not discriminate against any applicant on the basis of race, ethnicity, age, gender, sex, disability, religion, or any other protected ground under the Human Rights Code. Should any applicant require accommodations during the course of the recruitment process, all efforts will be made to provide such accommodations.