



24-7 INtouch is an award winning communication solutions provider to businesses across North America. Recognized as one of Canada's top 50 emerging growth companies by Profit Magazine two years in a row, 24-7 INtouch provides an exciting, dynamic work environment with opportunity for advancement.

The Opportunity: Due to our tremendous growth and exciting future opportunities, we are currently looking for an ambitious, self-starter to join our team as an **EXECUTIVE ASSISTANT**.

The successful candidate will be primarily responsible for providing assistance to the CEO. They will also provide support to the senior executive team and sales team on a need-basis.

RESPONSIBILITIES:

Duties and responsibilities include, but are not limited to:

- Providing calendar management
- Creating and updating reports and presentations
- Event planning and organization, including scheduling, catering, and agenda distribution
- Organizing travel arrangements and prepare expense reports
- Other general office duties and ad-hoc projects as assigned

QUALIFICATIONS & REQUIREMENTS:

The successful candidate will have:

- 3 years' experience as an Executive Assistant, or in a similar administrative role
- Minimum Bachelors Degree in Communication, Business related field
- Advanced skills in MS Word, Excel and PowerPoint
- Experience working in a corporate environment, with senior executives
- Ability to adapt to a fast-paced, changing environment
- Superior organization skills, with the ability to multi-task and handle changing priorities
- Ability to work with minimum supervision
- Capacity to prioritize and meet deadlines, understand business needs and objectives
- Demonstrated excellent interpersonal, verbal and written communication skills
- Previous experience in event planning or project management roles (asset)

We are looking for someone who is detail oriented, a problem solver, and always strives to exceed expectations. The successful candidate will have a high degree of professional, with a proactive, "can-do" attitude.

We offer a unique career opportunity to work with a successful business, where we encourage professional growth, development, and innovation.

If you feel you meet our requirements and would like join our team, please forward a copy of your resume and cover letter, including your income expectations, to hr@24-7intouch.com.

We thank all applicants for their interest; however, only qualified candidates will be contacted for an interview. No telephone calls, please.