

True North Sports + Entertainment is looking for an organized and responsible administrative professional to join our team.

The **Executive Assistant & Office Manager** provides a broad range of responsibilities, centered on providing administrative support to executive leadership, management of the reception functions, and overall office management for True North Sports + Entertainment.

What to be excited for:

- Provide support to True North executives by managing calendars, preparing written correspondence, preparing for meetings and overseeing special events.
- Manage reception desk by leading, supporting and mentoring reception team, and periodically serving as back-up.
- Manage various facets of True North's office spaces ensuring supplies are sufficiently stocked up and general presentation is organized and clean.
- Work with the Human Resources team to prepare new workspaces for new employees as they join.
- Provide support to the Finance team by collecting and organizing credit card receipts from internal credit card holders.
- Manage parking spots utilized by various True North stakeholders.
- Manage and track digital records storage.
- Other administrative projects that arise from time to time.

What we need from you:

- Minimum 5 years experience in an administrative support capacity.
- Strong aptitude for staying focused and organized in a fast-paced, team environment made up of a diverse group of people.
- Excellent error free data entry skills (50+ WPM) and overall attention to detail.
- Highly proficient administrative skills including filing (paper & electronic) and computer skills (Microsoft Office: Word, Outlook, PowerPoint, Excel).
- Sound judgement with the ability to maintain the utmost confidentiality, discretion and professionalism at all times.
- Superior multi-tasking and time-management abilities.
- Ability to take direction and be a self-starter, capable of working independently.
- Personal flexibility in scheduling to allow for response and attention to matters at all times, including evenings and weekends from time to time.
- Sound interpersonal skills and judgement allowing for timely, relevant and professional communication with various internal and external stakeholders.

To apply for this position please email your resume and cover letter, including salary expectations (in PDF format as one document) to hr@tnse.com. Please include **Executive Assistant & Office Manager** in the subject line.

Closing date: Monday, October 15, 2018

