

Executive Assistant - Olive Media (9610842)

Job Type: Full Time

Location: Toronto, ON, CANADA;

Job Category: Administrative Support, Advertising

Industry: Media

Number Of Positions: 1

Date Posted: Feb 9, 2012

Wanted:

Dynamic, self-motivated, administrative wizard with a knack for keeping executives organized and supporting a vibrant workforce.

Are you looking for a fast-paced, creative and challenging work environment? Is working with energetic, passionate people right up your alley? Are you an individual that consistently overachieves?

If so, Olive Media is looking for you!

Position available: Executive Assistant

THE JOB IN A NUTSHELL:

Reporting to the General Managers, your mandate will be to provide outstanding administrative support to the GMs and VPs, as well as general office support for Olive Media. The ideal candidate is a highly self-motivated, energetic and client-focused professional. If you are an individual that consistently exceeds expectations, apply online today!

WHAT WE NEED YOU TO DO:

Executive Administrative Support

- You will be the right hand to the executive suite, providing full administrative support
- Work magic with Outlook to manage the executives' calendar; ensure appointments are entered accurately and no conflicts arise
- Organize and provide travel and meeting arrangements
- You will take administrative ownership of all executive level meetings, including coordinating meetings, liaising with IT for video conferencing, taking minutes and distributing weekly reports
- Using your superior organizational skills, you will track and manage the admin & entertainment, travel, and office supplies budgets
- Provide general day-to-day administrative support and organization, including preparing PowerPoint decks, filing, scanning, faxes, photocopying, etc

General Office Support

- You will be the first point of contact for all Olive Media employees for general office inquiries including ordering office supplies, taking care of mail & couriers and maintenance of the office space (in collaboration with the Office Manager)
- In collaboration with the Office manager, be the Olive Media point of contact for new hire desk set-up and office moves
- Collaborating with the marketing team, you will assist in coordinating the logistics of company off-sites, including booking travel arrangements for all employees

ABOUT YOU:

- Previous experience providing administrative support to company executives

- You are an Outlook guru and have exceptional Microsoft Office skills
- You are a multi-tasking master
- You pride yourself on your strong organizational and prioritization skills
- You are flexible and adaptable; you thrive in a fast paced, innovative, and constantly changing environment
- You have demonstrative initiative and are excited by challenge
- You are a team player with the ability to make sound judgment while exhibiting discretion and tactfulness
- Post secondary education is preferred

STUFF THAT'S NOT ON A RESUME:

- Enthusiastic with a passion for excellence
- Mature, honest, hard working yet light hearted
- Fearless, driven yet patient

About Olive Media – www.olivemedia.ca Olive Media , a leader in the online advertising market in Canada, has the ability to reach over 17.6 million unique Canadian visitors monthly* on over 80 top-tier sites in English and French, including NYTimes.com, thestar.com, LaPresse.ca, auFeminin.com, Allrecipes.com and People.com. Olive Media offers media buyers and digital marketers full service solutions to reach highly-engaged online Canadian audiences across premium desktop and mobile web content channels. Olive Media serves over 250 digital agencies and marketers and offers publishers the opportunity to maximize their Canadian online advertising revenues through exclusive Canadian market representation. Olive Media is a partnership between Torstar Digital, a division of Toronto Star Newspapers Ltd. and Square Victoria Digital Properties Inc. For more information, visit our website www.olivemedia.ca

or connect with us on [Facebook](#) , [Twitter](#) and [Linkedin](#).

* comScore Media Metrix , September-November 2011
Average

About

Torstar

Digital:

<http://www.torstardigital.com>

Torstar Digital's mission is to deliver technology and strategic leadership to its online-only properties, create winning online businesses that can leverage Torstar Corporation's wealth of media assets and assist in online enabling of Torstar Corporation's existing portfolio of print businesses. Torstar's current portfolio of leading digital properties includes thestar.com, toronto.com, workopolis.com, Olive Media and a variety of regional sites.

About Gesca Digital

Gesca Digital and its subsidiaries, operate several Internet sites (such as cyberpresse.ca, LaPresseAffaires.com, MonToit.ca, MonVolant.ca and Technaute.com,) also own an interest in Olive Media, fifty percent interest in Workopolis, Canada's leading provider of Internet recruiting and job search solutions. Gesca Digital is a division of Gesca Ltd, a media group and a wholly owned subsidiary of Power Corporation of Canada (TSE: POW).