**Executive Assistant**

**Job Title:** Executive Assistant

**Reports to:** CEO

**Industry:** Financial Services

**Department:** Administration

**Employment Type:** Full-time

At Progress Group, we are entrepreneurs at heart. This means that we uniquely understand that you are working to maximize your outcomes in your personal and professional life. We are committed to creating a culture mutually beneficial to our team and clients which includes (but not limited to):

* Customer Service Excellence
* Innovation, Empowerment
* Power-Driven
* Task-Oriented, Honesty
* Accountability

Our firm offers a multi-faceted work environment with fulfilling challenges. We are seeking a motivated self-starter who can handle multiple projects for our Oakville location. You must have strong prioritization skills and a sense of urgency.

**Job Summary**

The Executive Assistant provides detailed administrative support to the CEO at Progress Group Inc. This individual demonstrates a standard of excellence, enjoys challenges, and is result-driven. The incumbent must also be highly motivated and demonstrate the ability to use his/her own initiative and manage time effectively.

**Hours**

The Executive Assistant is expected to be in office from 9:00am-5:30pm Monday to Friday. You may be required to work extra hours during busy season in the months of March and April.

**Job Responsibilities**

* Manage the CEO’s calendar by scheduling appointments, anticipating needs, changes and rearranging meetings as appropriate.
* Correspond with clients via phone and email.
* General office duties (filing, scanning, paperwork etc.)
* Create, format, and edit letters, memos, reports, and presentations.
* Assist with business registration processes and other technical tasks
* Use independent judgment to compose general, non-technical business documents.
* Maintain detailed electronic client files.
* Participating in the coordination of internal/external events
* Work closely with other administrative team members to manage various office projects.
* Reading and analyzing incoming memos, mail, submissions, and distributing them as needed
* Filing and retrieving corporate documents and reports
* Accurately recording minutes for meetings
* Greeting and screening visitors to make a decision of whether or not they are able to meet the executive
* Using various software including Word Processing, Excel Spreadsheets, data bases, and presentation software

**Competencies**

* Minimum of 3 years of executive assistant experience within the last 5 years
* Executive assistant experience in an accounting firm is highly preferred.
* A highly organized self-starter who tends to independently seek answers, takes initiative & has a very positive energy.
* Strong working knowledge of Microsoft Office, with emphasis in Excel, as well as comfort with internet-based programs
* Must be highly versatile and flexible: ability to role with the punches and take on anything that may be thrown at you.
* Customer service mindset
* Attention to detail is essential.
* Ability to prioritize and complete tasks in a timely manner.
* Ability to work independently as well as contribute to a team environment.
* Highly organized multitasker who works well in a fast-paced environment
* Willingness to learn and to grow with the company.
* Able to communicate effectively with a variety of people in excellent English.
* Proven ability to multitask.

**Education Required**

* Post-Secondary Degree or Diploma

**Compensation Range**

* $50,000 - $60,000 per year