

Executive Assistant to the VP of Sales & Marketing

MrsGrocery.com - Amherst, NS

We recognize the value of diversity, in that we strive to seek the broadest range of skills and abilities from the best pool of candidates.

We are a start up company developing our Head Office in Amherst, NS we believe that MrsGrocery.com will be a great place to work. We offer a challenging and varied work environment with opportunities for career and personal growth.

We are looking for a highly motivated Executive Assistant to the VP of Sales & Marketing for our organization that will be based in Amherst, NS. The Executive Assistant provides executive support in a one-on-one working relationship. This position functions and provides day-to-day administrative support, including travel arrangements, expenses, meeting bookings and other administrative duties as required (e.g.: report preparation, filing, photocopying, etc). This position also supports the on-going initiatives of the VP, maintains projects and conducts tasks related to – sales, social media, Licensee/employee engagement, Licensee/employee communications, and rewards and recognition.

The Executive Assistant must be creative and enjoy working within a small, entrepreneurial environment that is mission-driven, results-driven and customer and community orientated.

Experience, Education and Training Requirements

- Relevant Executive Assistant experience and asset but not a necessity. We would be willing to train and help develop the right candidate.
- Excellent writing skills for the development of reports, communication and training
- Demonstrate ability to achieve high performance goals and meet deadlines in a fast paced environment with changing priorities and deadlines; sometimes under pressure while remaining flexible, proactive and efficient.
- Ability to work independently on projects, from conception to completion
- Strong organizational skills that reflect the ability to perform and prioritize multiple tasks seamlessly with strong attention to detail
- Very strong inter-personal skills
- Proven ability to handle confidential information with discretion, be adaptable to various competing demands and demonstrate the highest level of customer service and response
- High level of expertise in all areas of modern office practice and procedures
- Experience using Microsoft Office products.

This is a long term position with growth for the right person.

If interested, please apply with your resume outlining your experience and salary expectations to barry.patriquin@cansa.ca