

Executive Assistant

Town Shoes Limited

About the Company

There's no place like Town! We have the hottest brands, teams who love shoes & fashion, unlimited career opportunities.

Town Shoes Limited has been part of the Canadian retail landscape for over 60 years! We are a fashion footwear retailer with 200+ retail locations across five banners. Our people make the difference at Town Shoes! We are a diverse group of energetic, passionate and innovative footwear enthusiasts delivering epic customer service. It's more fun at Town!

Purpose of the Job

The Executive Assistant is accountable for providing full administrative support to 5 Executives. The Executive Assistant must be detail oriented, anticipatory, organized and able to work independently in a fast-paced environment while managing confidential information.

Major Responsibilities

- Manage daily calendar including scheduling of meetings, appointments and booking all travel arrangements
- Preparation of all correspondence (letters, memos, emails, presentations, expense forms)
Create, review and coordinate various materials for presentations (slides, agendas, minutes, follow-up etc.)
- Organize, print and distribute reports in a timely manner
- Prioritize and redirect mail, phone calls and messages
- Follow up and liaise with various executives and associates both internally and externally
- Administrative support including filing and photocopying
- Assist with special projects and other administrative support as required

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Qualifications

- Flexibility and accessibility after hours
- Minimum 5 years previous experience in an administrative role
- Strong computer skills (Excel, Word, PowerPoint, Outlook)
- Excellent interpersonal and communication skills (written and verbal)
- Ability to work in a highly organized manner where attention to detail, accuracy and confidentiality are critical
- Demonstrated aptitude to prioritize tasks based on importance and urgency
- Exceptional commitment to client service and continuous improvement
- Adaptable, flexible, and ability to work effectively as part of a team
- Self motivated, able to work under minimal supervision
- High level of professionalism and ability to deal effectively with all levels within the organization as well as external contacts

Job Type: Full-Time

Job Location: CA-ON-Toronto

Apply at <http://www.townshoeslimitedcareers.com/career-opportunities/>

