

Office Assistant

As our new Office Assistant, your main goal is the smooth operation of our office. Every day will offer both variety and new challenges in the areas of administration, accounting and logistics.

Who you are

- You are highly organized and love managing multiple priorities at once — the more you have going on, the better.
- You are a creative problem solver who enjoys overcoming barriers and finding creative solutions to make stuff happen.
- You have a growth mindset — you are hungry to learn and are self-aware with a constant desire to improve in order to add as much value as possible.
- You are computer and tech savvy. A fast typist with proficiency in all key Office programs (including Outlook, Excel, PowerPoint, Word). You are extremely well versed in computers (Mac and PC), iPhones, printers, social media; you embrace the use of digital apps and tools in your personal and professional life; you can easily learn and adapt to new digital systems/processes.
- Coordination is all about the details — and you love digging into the details, looking at plans, and foreseeing (and solving) potential problems.

Office Assistant Requirements

- Office and inventory management — ensuring the office is clean, stocked and fully functional.
- Right-hand support — you will provide ongoing support to the manager of the company.
- Expense and invoice management — inputting and managing staff expenses, tracking and following up on invoices with partners.
- Calendar management — you will manage the Rupi Kaur Inc. calendars, ensuring that they are organized and deadlines are met.
- Travel booking and management — you will book travel for the office, ensuring flights, hotels, cars are booked, and managing travel changes and issues as they arise.
- Online and offline research — this could include everything from researching/sourcing material for creative projects to finding inspiring articles and stories.
- Compose correspondence and proofread/edit materials.
- Ensure confidentiality — use tact, diplomacy and professionalism to respond to diverse inquiries/issues.

Qualifications

- Experience in an office administration role (e.g. office manager, administrator)
- Administrative experience in a creative field (advertising, design, publishing, etc)
- Experience with full-cycle accounting/bookkeeping in a small to medium sized business
- Experience working with accounting software (QuickBooks)
- Experience working with Google suite
- Experience using Microsoft Office.
- Valid G driver's license

- Valid Passport and ability to travel.
- Able to work flexible hours including evenings and weekends
- Social media experience is an asset
- Working knowledge of Adobe Suite products is an asset

This is a full-time one-year contract position located in Toronto, Canada.

The closing date for applications is 24-May-2018.

Please submit your resume to hire@rupikaur.com for consideration.

Please no inquiries