

## **Personal Assistant**

We're looking for an energetic, smart and motivated problem solver to join our team.

### **Who you are**

- You have exceptional and proven attention to detail — in particular, you never forget a task and you're adept at proofreading written communication.
- You are great at thinking on your feet and solving problems on the go. You can tackle any task, big or small.
- You have the confidence and knack to assert yourself in difficult situations and get the job done.
- You are a people person — you love meeting and interacting with new people, getting on the phone to talk to people to solve problems and working in a team environment.

### **Requirements**

- Confidential and discreet — you will often be party to confidential information.
- Right-hand support — this could include running errands or helping to pick out an outfit.
- Schedules and appointments — you will be managing Rupi's schedules and expected to send her regular reminders and updates.
- Excellent communication skills — be ready to answer emails, phone calls and take notes at meetings.
- Flexible and adaptable — someone who doesn't get stressed out or overwhelmed easily and is able to stay positive in any situation.
- Expense and invoice management — you will be responsible for managing and inputting all receipts and expenses into our bookkeeping system.
- Online and offline research — this could include everything from researching or sourcing material for creative projects to finding inspiring articles and stories.
- Proofread/edit materials — making sure emails, social media posts and outgoing communication have correct spelling and grammar.

### **Qualifications**

- Working knowledge of Google Suite products
- Working knowledge of Microsoft Excel products
- Working knowledge of Quickbooks
- A valid passport and ability to travel globally
- A valid G drivers license
- Regular access to a vehicle
- Able to work flexible hours including evenings and weekends

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](mailto:hire@rupikaur.com) for consideration.

**Please no inquiries**