

## **Executive Assistant & Project Manager**

We are seeking a Executive Assistant & Project Manager to support the work of our CEO, Manager, Creative Producer and Lead Project Manager. As our new Executive Assistant & Project Manager, your main goal is the smooth operation of our office. Each day will offer both variety and new challenges in the areas of administration, business development, project management and creative production.

## **Who you are**

- You are highly organized, independent and a multi-tasker, and you're always a few steps ahead. You solve problems before they arise. You are comfortable managing multiple priorities at once. You are flexible, adaptable and comfortable in dealing with constant uncertainty and change.
- You are comfortable in a fast paced environment, and thrive when you're given a deadline, and you recognize and can balance competing priorities.
- You have a calm demeanour but also are confident to voice your opinions in a room.
- You understand the importance of confidentiality and use discretion to maintain the privacy of the company.
- You are a thorough researcher and 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. You know you have great ideas, but you're humble and listen to others to help generate ideas as a team. You are flexible and keep an open mind.
- You are enthusiastic about the culture we're building here – you not only align, but you want to be constantly evolving the culture. To you, a team is family and work is in harmony with your life.
- You are culturally aware and sensitive to the political climate and issues in your own and other communities. You understand the importance of championing equality, amplifying the power of art, and align the values of Rupi Kaur Inc.
- You have international work experience, are comfortable to travel, and relate well to people coming from different backgrounds.
- You are computer and tech savvy. A fast typist with proficiency in all key Office and Google Suite programs. You are well versed in both Mac and PC, iPhones, printers, social media. You are comfortable troubleshooting and can easily learn and adapt to new digital systems/processes.

## **Role Requirements**

### **Executive Assistant functions**

- Right hand support to CEO – this includes scheduling, appointments, running errands, and managing personal requests.
- Excellent communication skills – managing all emails from the public, business prospects, partners and media, scheduling meetings, etc.

- Willing to travel for work – this can range from traveling for business development to picking up supplies for projects.
- Available to work evenings and weekends when the need arises.
- Ensure confidentiality and discretion — use tact, integrity, diplomacy and professionalism to respond to diverse inquiries/issues.

### **Office/Studio Manager functions**

- Office and inventory management — ensuring the office is clean, stocked and fully functional. Liaising with building management, managing lease terms and scouting real estate needs.
- Tracking office expenses, including managing petty cash.
- Team calendar management — scheduling team-wide meetings, 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.

### **Project Coordinator & Creative Support**

- Online and offline research — this could include everything from researching or sourcing material for creative projects, researching new business opportunities, developing project roadmaps and finding inspiring articles and stories.
- Coordinate and help maintain partner relations in publishing, entertainment and creative industries, including agencies and consultancies.
- Manage all team technology and system troubleshooting.
- Managing and delegating team tasks, including using Asana for project roadmaps
- Supporting Creative Producer on-set, scouting locations, support production process, acquiring required supplies, selecting external partners.
- Providing creative input and ideas for a range of projects.
- Running sound, lighting and visual effects technology for live productions.

### **HR functions:**

- Interviewing staff and supporting with onboarding and set-up.
- Supporting team culture development, finding efficiencies, creating and scheduling team building opportunities, helping to source talent that not only fits but helps grow our culture.

### **Qualifications**

- 3+ years in a creative project management, media production and coordination
- Post-graduate degree in Project Management, Organizational Psychology, Journalism, Media Studies or relevant field
- Administrative experience in a creative field (advertising, design, publishing, etc)
- Experience in an office administration role (e.g. office manager, administrator)
- Experience working as a personal assistant in the entertainment industry
- Experience working with Microsoft Office and Google suite

- Experience working with Asana, Slack and workflow software
- Working knowledge of Adobe Suite products is an asset
- Well versed in social media best practices and management
- You are comfortable learning new programs including workflow software, design software and supporting lighting and sound tech for live productions.
- Understanding of photo equipment use and photoshoot production process
- Valid driver's license
- You have a valid passport and ability to travel

This is a full-time permanent position located in Toronto, Canada. Please submit your resume to [hiring@rupikaur.com](mailto:hiring@rupikaur.com) for consideration.