

PERSONAL ASSISTANT

Office location: SilverLine Group of Companies
1051 Old Thoroldstone Rd., Thorold, ON L2V 3Y5

We are seeking a dynamic **Personal Assistant** to work directly with the President of our group of companies in matters related to office and personal life needs. You will perform admin tasks at our head office in Thorold and out-of-office needs in the Niagara and nearby surrounding areas.

As a highly-experienced **Personal Assistant**, you will ensure that the president has excellent administrative and personal support, enabling him to focus on high-level management issues. You will be an excellent organizer and communicator with a proactive and friendly attitude. You will have the multi-tasking ability and flexibility to work in this dynamic and ever-evolving environment, and will work well under pressure to meet tight office and event/meeting deadlines.

Role Requirements:

- Ability to pre-empt the needs of the President
- Manage the President's schedule, travel arrangements, meeting requests, etc.
- Can easily handle critical, ad-hoc requests in a timely and efficient manner
- Responsible for the handling of corporate documents, and relevant communication
- Your time is flexible and you thrive in a diverse role to do and go where needed for business and personal related errands or event preparation and setup for the office and personal residences
- Support the main reception role to greet guests, managing our Teams phone system

Experience and qualifications:

- At least 3 years experience as a Personal Assistant
- Highly developed organizational skills to juggle complicated and jam-packed calendars
- Initiative to produce strong results and able to anticipate the needs of others
- Maturity to handle a range of situations with a meticulous and thorough nature
- Outstanding verbal, written, proofreading, and written communication skills
- Loyalty and a high level of confidentiality
- A wiz at booking and organizing all travel arrangements and trip itineraries
- Flawless incredible attention to detail
- Decisive with good business acumen and judgement
- You present yourself with a professional polished demeanor and a high-level communicator
- Power user in all Microsoft Office applications, and exceptional Tech savvy skills
- Valid driver's license and own vehicle

How to Apply:

- All applicants are asked to please apply directly to hr@silverlinegroupinc.com

Expected start date:

- August 15-31, 2023
- Weekly commitment estimated as 25 to 35 hours a week

Thank you for considering this opportunity – we look forward to connecting with you!
We have a demonstrated commitment to equity and strive for workplace inclusiveness and diversity.