

Administrative Assistant

**Do you have what it takes to join the elite team?
If you answered “Yes” we’d love to put you to the test!**

Canary Trap is always on the lookout for professionals to join our growing team. We are looking for individuals to represent Canary Trap in various corporate and polished environments who are driven, keen, and have a strong ability to multi-task in a fast-paced setting. To qualify for these opportunities, you must have at least 3+ years’ experience in an administrative assistant capacity and be available to start quite immediately.

Qualified candidates must possess the required certifications, expertise and experience along with interpersonal skills necessary for success.

Job Responsibilities & Description:

- Providing high level administrative support to upper management and executives (at times just one and others, supporting 2+)
- Scheduling high volume appointments and managing calendars on a consistent basis
- Arranging extensive travel requests including local and international trips, all logistics included
- Preparing documents correspondence and reports along with creating presentations for various mediums
- Maintaining and updating the filing system as needed
- Providing technical support, handling inquires, and maintaining office supplies as requested
- 3-5 years’ of administrative support experience with increasing responsibilities required
- Proficient in MS Office Suite (Word, Excel, PowerPoint, Outlook)
- Exceptional oral and written communication skills
- Strong organizational skills and ability to multi-task under tight deadlines
- A professional and polished presentation combined with a flexible, positive attitude
- Completed post-secondary education would be an asset

Have what it takes to Join Canary Trap?

Submit your resume/CV to careers@canarytrap.com along with a personal letter.