



# WasteMind BUILDING SOLUTIONS

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## **Job Title: Executive Assistant – Administration**

### **Position Summary**

We are seeking a highly organized and reliable Executive Assistant to provide administrative support to senior management. This role focuses on day-to-day administrative coordination, scheduling, document management, and communication support. The ideal candidate is detail-oriented, proactive, and able to manage multiple priorities in a fast-paced environment.

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### **Key Responsibilities**

- Provide administrative support to executives and management.
  - Manage calendars, schedule meetings, and coordinate appointments.
  - Prepare, edit, and organize documents, reports, and correspondence.
  - Handle incoming calls, emails, and general office communication.
  - Maintain organized filing systems (digital and physical).
  - Assist with data entry, recordkeeping, and database updates.
  - Assist with scheduling and dispatching.
  - Quoting and obtaining POs.
  - Coordinate travel arrangements and itineraries when required.
  - Support preparation for meetings, including agendas and minutes.
  - Perform general office administration tasks to support daily operations.
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## **Qualifications / Requirements**

- 2+ years' experience in administrative or executive assistant roles
  - Strong organizational and time management skills
  - Proficiency in Microsoft Office (Word, Excel, Outlook) or Google Workspace
  - Excellent written and verbal communication skills
  - Ability to handle confidential information with discretion
  - Strong attention to detail and accuracy
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## **Skills & Attributes**

- Professional and reliable with a strong work ethic
- Ability to multitask and prioritize workload effectively
- Problem-solving mindset and initiative
- Strong interpersonal and communication skills
- Ability to work independently with minimal supervision

We offer a competitive hourly rate based on experience. We offer flexible hours.

Interested candidates are invited to submit their resume to [careers@wastemind.ca](mailto:careers@wastemind.ca).

We thank all applicants for their interest , only selected for an interview will be contacted.