



## **Executive Assistant/Administrator**

**The Jouta Performance Group Inc.**  
**[www.jouta.com](http://www.jouta.com)**

At The Jouta Performance Group we are always looking for talented and enthusiastic people. We believe that the entrepreneurial spirit of individuals enhances the effectiveness of our team. Your unique ideas and thoughts make a difference.

### **The Role**

We are currently looking for an **Executive Assistant/Administrator** who is interested in working with a small company that is on the move.

Your solid office administration experience, exceptional written and verbal communication skills combined with advanced-technical expertise (including advanced Microsoft office skills) will make you an ideal candidate for this position.

The primary responsibilities of this position are:

Executive Assistant – Provide administrative support to the CEO with tasks such as attending meetings, organizing and strategizing projects and clients, booking appointments, writing and preparing reports, developing spreadsheets. Prepare and review various types of documentation; screen email and phone correspondence; managing her schedule, calendar and email.

Office Management – Handle the overall running of the office – reception, greet clients and visitors, respond to general inquiries, facilities management, liaison with IT, courier and mail related duties, maintain stationary and office supply levels and other related duties as required.

Administration - Assist and support both the Human Resources and Coaching Teams with editing and administrative tasks as well as providing support for tradeshow, conferences and events, creating and maintaining on-line surveys etc. Coordinate travel arrangements including flights, accommodations and rental vehicles. Manage/maintain our CRM system. Perform project-based work as required.

If you have a proactive 'can-do' attitude with 5 – 7 years of solid administrative experience and consider no job too big or too small to take on, this could be the job for you. Interest and experience within HR is a definite plus.

Please submit your resume and cover letter to [careers@jouta.com](mailto:careers@jouta.com). Only those selected for an interview will be contacted. For more information about Jouta please visit [www.jouta.com](http://www.jouta.com)

We look forward to hearing from you,

The Jouta Team