



Come join the fast moving, fun, ever changing world of the Jouta Performance Group – specializing in HR solutions for organizations. We are seeking an individual to be a main part of our dynamic group. The backbone of the office – our Executive Assistant!

Basically this person is an Administrator Extraordinaire....who takes ownership in their role, who is proactive and possess the insights to see and think ahead of the tasks. They are capable, confident and can manage all the arms of the octopus. Plus they have enough master talents to manage the following responsibilities:

- Ability to develop and maintain effective interpersonal relationships, work in a team and collaborative environment with all partners
- Possess recent and significant experience in providing a full range of administrative support and services. This knowledge is critical as the role looks after the entire BC team, including the CEO.
- Experience in the use of Microsoft Office suite of software plus expertise in Word, Excel, & Powerpoint. Working knowledge of Prezi and word press would be an asset.
- Has experience with a CRM (ideally Salesforce), Mailchimp, Hootsuite and other marketing software.
- Manages the day to day operations of the office functions including planning and scheduling meetings, booking travel, handling email, petty cash, monthly invoicing etc.
- Reception Answering phones (back up support is provided)
- Knowledge of general principles and practices regarding document and file management, including tracking approaches and systems, confidentiality and security
- Is customer centric, offering exceptional client support and experience – beginning to end
- IT support (with external IT company)
- Support the full sales & contracts process, including proposal writing/costing and assignment of projects
- Marketing duties include: website management, SEO, monthly reporting, event planning and tracking, providing support and content of all marketing initiatives and campaigns
- Ability to work independently, proactively and with a ‘hands on’ approach to meet deadlines and accomplish assigned tasks and projects with minimal supervision
- Ability to adapt to changing priorities and activities in a fast-paced environment

Location Requirements: We are an experienced team located throughout the province with offices in Vancouver & Kelowna. You therefore - can be located in the Okanagan or Vancouver area with the possible option of working from home. This role will report directly to the CEO, Cori Maedel.

Our guiding principles are lived daily and are not optional.....For more information on our culture and mission visit <http://jouta.com/about-jouta/>

Application Deadline: November 28th @ 4pm

Apply with resume & cover letter to:
careers@jouta.com

We are interested in finding the right fit and respectfully thank all applicants for their interest. Only those short listed for the position will be contacted.