



Position Available: **Administrative Assistant**

Looking for your next career challenge?
Want to work in an environment where your opinion is valued?
Is working with energetic, passionate people right up your alley?
If so, Torstar Digital is the place to be!

Forward your resume to:
careers@torstardigital.com

THE JOB IN A NUTSHELL:

Reporting to the Office Manager with a dotted line to the Chief Operating Officer, your primary mandate will be to provide outstanding admin support for the COO. You are a highly organized individual who is passionate, creative, results-oriented and thrives in a fast paced vibrant culture

WHAT WE NEED YOU TO DO:

Provide exceptional admin support to the COO (50%)

- Juggle the COO's calendar ensuring appointments are entered accurately and no conflicts arise (we're really looking for someone who can work magic with Outlook)
- Coordinate, organize and provide travel and meeting arrangements. Book meeting rooms/sites and coordinate appointments.
- Provide general day-to-day administrative support and organization (including preparing Powerpoint decks, filing, scanning, mail, faxes, photocopying, couriers, supplies, etc).

Provide general administrative support: (50%)

- Provide administrative support as required to the VP Finance & Business Systems and Director, Human Resources, including looking after setting-up work stations for new hires.
- You will be the first point of contact for office maintenance inquiries
- Collaborate with IT Support to ensure smooth desktop computer set-up, modifications, and repairs.
- Provide back-up as required for the Office Manager

ABOUT YOU:

- Minimum 3 years experience in administration.
- **You are an Outlook guru, able to work magic with calendar management**
- Exceptional Microsoft Office skills
- You are a multi-tasking master
- Demonstrated ability to handle sensitive confidential information

- Team player with the ability to make sound judgment while exhibiting discretion and tactfulness
- Post secondary education in a related field is preferred

STUFF THAT'S NOT ON A RESUME:

- Enthusiastic with a passion for excellence
- Mature, honest, hard working yet light hearted
- Fearless, driven yet patient

About Torstar Digital: <http://www.torstardigital.com>

Torstar Digital's mission is to deliver technology and strategic leadership to its online-only properties, create winning online businesses that can leverage Torstar Corporation's wealth of media assets and assist in online enabling of Torstar Corporation's existing portfolio of print businesses. Torstar's current portfolio of leading digital properties includes thestar.com, toronto.com, workopolis.com, wheels.ca, Olive Media, eye Return Marketing and a variety of regional sites.