



Administrative Assistant

We are looking for an Administrative Assistant to join our team.

We are building a team of individuals who would seamlessly fit into our creative team to help with the creatives behind the 8393 Creative culture.

This is a hybrid/remote position. 8393 Creative is a full-service creative and digital marketing studio. We produce a variety of different materials which can include posters, flyers, A-Frames, packaging design, social media graphics and more! We are looking for a highly motivated executive assistant to work with the President/CEO. This role serves as an extension of the President/CEO, and the purpose of the job is to make her a stronger and more effective leader by creating capacity for her to focus on her top priorities across the agency.

The ideal candidate will be highly motivated, well-organized, and have an keen eye to detail. Project demands fluctuate but on average will probably require 10-20 hours a week.

Responsibilities:

- Assists the President/CEO with daily administrative duties.
- Scheduling meetings and appointments
- Handling requests and queries appropriately (emails, etc.)
- Conducts research on prospective clients to identify and evaluate current needs and assembles materials needed for the proposals.
- Assist with office billing (organize monthly receipts)
- Run errands which include picking up materials need for projects.
- Maintains complete and absolute confidentiality of all information.

**Experience Required:**

- Bachelor's degree or Minimum of 2 years of administrative / executive assistant experience.
- Strong organizational skills that reflect ability to perform and prioritize multiple tasks seamlessly with excellent attention to detail.
- Excellent writing, editing, grammatical, organizational, and research skills.
- Excellent management, time-management, and problem-solving skills.
- Due to the confidentiality of the work, the functions of this position should be performed in a private office location.
- Proficiency in Windows, including MS Word, EXCEL and PowerPoint; knowledge helpful.
- A passion for fun and creative collaboration

Benefits:

- Small team in an entrepreneurial environment (be heard and have an impact).
- Scheduling flexibility and remote working.
- Company sponsored learning opportunities (e.g. resources, conferences, etc.).
- Casual attire, team lunches, group outings.

How to Apply Please send your portfolio/link to portfolio and resume to contact@8393creative.com.

Base Pay-\$12/hour