

## Administrative Assistant, Project Delivery

### Our Company

BrandActive specializes in the financial analysis, strategy and logistics of rebranding implementation for organizations undergoing a brand identity change due to a rebranding program, an acquisition, merger, or spin-off.

Our services combine industry leading analytics with a unique and proven methodology that provides our clients with the information needed to make sound financial decisions, and save time and money. Since 1998, BrandActive has scoped, budgeted, planned, and executed brand change for many of the world's most valuable brands.

Our goal is to build a unique company; a company that provides an experience where people are valued for who they are and what they contribute, are supported and challenged in their growth and feel proud to be part of BrandActive. We do a great job with great people and have a great time doing it!

BrandActive continues to grow and expand. To meet the needs of our clients we have the following opportunity.

### The Opportunity

BrandActive continues to grow and expand our business. As a result, we have an immediate opening for an **Administrative Assistant, Project Delivery** working with project teams in our head office in downtown Toronto. This is a great opportunity to work with a very dynamic and experienced team in a full-time permanent role.

We are looking for a curious, energetic, positive, task-oriented team player, who will play a critical role in supporting BrandActive's project teams in organizing our brand implementation projects. You must be willing to challenge yourself and be enthusiastic about professional development.

### Responsibilities

Your responsibilities will include but not be limited to:

- Schedule and organize workgroup and other meetings
- Coordinate client site visit schedules for the project team
- Respond to all routine enquiries from clients and other stakeholders and refer complex issues to appropriate personnel
- Proofreading documents for formatting and other errors
- Develop and update Excel spreadsheet project analysis, including data entry
- Develop and update reporting tools and other documents in Word, Excel, and PowerPoint
- Attend ad hoc internal project meetings and client conference calls to provide administrative support as required
- Maintain records from internal and client facing meetings and communicate updates accordingly
- Maintain project databases and contact lists
- Vendor / supplier data updates and maintenance
- Additional administrative support as need arises

## Qualifications

- College Diploma or University Degree in Office Administration, Business Administration or a related field
- Three to four years administrative experience working in a business environment
- Experience working for a consulting firm is an asset
- High level of comfort with all forms of technology including excellent knowledge of Outlook, Word, Excel, PowerPoint; experience with SharePoint (preferred)
- Excellent spelling, grammar and mathematics
- Strong organizational skills including the ability to juggle multiple priorities
- Excellent communication skills, verbal and written
- Customer-service oriented with a great can-do attitude
- Sense of accountability and the ability to consistently deliver on commitments
- Strong attention to detail
- Additional languages an asset

## Compensation

BrandActive offers a competitive compensation package including a comprehensive benefits plan and a health-care spending account. Salary commensurate with experience and education.

## Start Date

Immediately

## Location

Downtown Toronto

## Contact

<https://www.fitzii.com/apply/24374>

BrandActive is an equal opportunity employer and values inclusion in its workforce. BrandActive is pleased to offer accommodations throughout all stages of the recruitment and selection process.