

JOB DESCRIPTION

POSITION TITLE: PERSONAL ASSISTANT
REPORTS TO: CEO
DEPARTMENT: HEAD OFFICE EXECUTIVE
HOURS OF WORK: FLEXIBLE HOURS / SUNDAY TO SATURDAY
ISSUE DATE: JANUARY 14, 2013

JOB PURPOSE / OBJECTIVES

Perform general tasks to assist the CEO in both his business and personal life. Improve and streamline the operations of the office and of the business as a whole and assist him in the same capacity in his home and personal life. Assist other team members in accomplishing their tasks or projects in a timely manner as required using quality standards to meet management expectations. Support management using all of your existing skills and abilities as required. Learn new processes and develop additional skills as required. Assist in presentations..

Key Responsibilities Listed in Order of Importance

Activity 1: Provide Reasonable Accommodation for the CEO

The CEO is legally blind. You will assist him in performing basic tasks where his limited eyesight hampers his productivity such as:

- Help him get around / navigate unfamiliar areas
- When he's having difficulty seeing something, describe it to him
- Read Contracts, Books, Menus and other Documents to him
- Assist him on the Computer with tasks he can't perform or identify items he can't see
- Help him work with and use smart phones and tablets as required
- Provide general assistance as required as he performs his Tasks

Activity 2: Administrative Assistance

- Help him manage his time, schedule, appointments and calendar
- Make reservations and schedule appointments

- Help him develop and maintain structure and efficiency in his business life and personal life including developing and documenting processes
- Assist with team scheduling and coordinating

Activity 3: General Office Assistance

- Perform general simple office tasks such as filing, processing the mail, sorting, making and taking calls, data entry, completing and Tracking forms and general functions on the computer to free up the CEO's time
- Assist him with office operations

Activity 4: Help Advance the Business

- Assist in networking and expanding the database of contacts
- Assist other team members with their responsibilities and tasks both in the business and the house and cover for them when they are not available
- Run errands

Activity 5: Assist with Organizing the House

- Assist in identifying and organizing or purging old documents
- Help reduce the clutter in the house by setting items aside for donation or disposal

Activity 6: Common Responsibilities for All Positions

- Assist in the Capital Raising process
- Bring in leads for new Team Members, Capital Scouts, Investors and other leads as the network develops
- Provide superior customer service at all time
- Participate in marketing and sales as required
- Assist other team members in other positions as required and perform their tasks and duties where possible when they are not available
- Keep accurate, complete and current time sheets
- Perform other actions that bring the company closer to the corporate vision
- Participate in Team Building Exercises and Code of Honour Exercises
- Take Part in Community Service Activities
- Other Duties as Required

Education and Experience

Incumbent must have a grade twelve diploma or G.E.D. equivalent. Additional related training through a career collage would be preferred. Prior office experience is an asset. Demonstrated experience and ability on Microsoft Windows based computers using Microsoft Office, email, Smart Phones and Tablets is required. Experience with other applications and resources such as printers, scanners, web browsers would be preferred.

PHYSICAL CAPABILITIES

Extended sitting and computer use. Must be able to perform a controlled lift of 100 pounds and perform repetitive physical tasks. Independent mobility and the ability to walk extended distances without stopping while being encumbered with a shopping cart, luggage or other cart is required. The ability to ascend and descent a flight of stairs is a requirement.

OTHER DETAILS

Access to a vehicle and a valid driver's license is an asset. You will need to be able to work independently.

Accurate and Timely Reports, Time Sheets and Record Keeping are a must. Attention to detail is a must. Accurate spelling, grammar and punctuation are expected in written communication.

This position may lead to a paid part time, full time or salaried position depending on performance, ability, qualifications, work ethic, business performance and interest on the part of the applicant.

Note: This position is available for volunteers, interns and independent out-sourced contractors who are willing to be compensated with deferred payments. Participants will be entered in our exclusive Loyalty Rewards Program.

This is a general job description of the main functions of the position and is not intended to cover all of the detail of the work requirements.