

CWD is looking for a dynamic individual for the Corporate Assistant role who will be providing administrative support, taking lead on corporate initiatives while being an integral part of various projects. The ideal candidate should have a strong background, good communication skills as they will be working extensively with other department leads.

If you're ready for the opportunity to strive for excellence on a daily basis then you've got what it takes to succeed at CWD!

Corporate Assistant

- Location: Niagara Falls, ON
- Working Hours: Monday – Friday, 8:15 am-5:00 pm on site
- Benefits: Full comprehensive (dental, medical and eye) 80/20 split-Family
- Other perks: annual professional development fund, RRSP, 50% off on CWD brands, team events & many more
- Company website: www.cwdlimited.com

About Us

CWD designs, markets & sells highest performance consumer electronics that are smart, simple and stylish. From high fidelity turntables to wireless video connectivity systems, we create innovative products that empower people. Our success is measured in our customer satisfaction ratings and cult-like following. We have been in business since 1961 and our creations can be found in millions of homes. Together in teams, as a company, as a community, we are committed to Creating What's Different.

Key Result Area

A. Administrative Support:

- Create reports using Excel for decision making; provide data analysis as maybe appropriate
- Conduct online research as required to support new projects and initiatives
- Communicate with external vendors for purchase orders, payments, information gathering and scheduling of meetings
- Complete budget reconciliation
- Assist with preparation of meeting agendas and taking minutes
- Create Purchase orders as required
- Assist with event planning and organization as needed

B. Corporate Initiatives:

Project Management:

- Plan, organize, and coordinate projects (organize meetings, distribute communication, coordinate tasks and deadlines, update project documents, etc.)
- Oversee entire projects from start to finish and ensure the result is in line with the needs of the business and key stakeholders
- Maintain a realistic schedule of these projects and ensure status updates are communicated to stakeholders regularly

Process Analysis and Documentation:

- Implement new processes or revise existing processes by identifying new opportunities for improved processes across all departments
- Create business templates as required for team members to use
- Assist with company wide trainings on new processes
- Maintain Process software by ensuring most updated procedure is in the system; create team member accesses as required and assist other departments in maintaining their processes
- Communicate changes in corporate processes within the company as required

C. Other:

- Assist the Managing Director with various tasks pertaining to meetings & calendar schedules, vendor communication, business development opportunities etc.
- Attend various meetings as maybe required
- Effectively complete other duties as assigned

The successful candidate requires:

- College Diploma or University Degree in Business or a related field
- 4-5 years of experience in an administrative role
- Ability to multitask, learn quickly and easily adapt to a changing environment
- Is detail oriented, can multitask easily and have excellent organizational skills
- Ability to take on any task- no task is too big or too small
- Outstanding interpersonal, written, and verbal skills
- Ability to work in fast paced environment
- Proficiency in Microsoft Office (Word, Excel, PowerPoint) specifically advanced Excel skills

If the above interests you, then apply to join a fast paced, creative, and energetic team!