

CWD designs, markets & sells the highest performing 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 dedicated 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!

CWD is looking for an **Executive Assistant** to join our exceptionally talented and collaborative team! Reporting to the Director of Team Member Experience & CX at our Niagara Falls location, the successful candidate will be responsible for the planning and coordination of team events, assisting with cross-departmental projects and handling various administrative duties.

If you are someone that likes a challenge and are continuously striving for excellence, then this is the perfect opportunity for you!

What We Offer:

- Full comprehensive benefits (dental, medical and eye) 80/20 split-family coverage
- Annual professional development fund
- RRSP Match
- Fitness incentives
- Team events
- 50% off on CWD brands
- Relocation expense

Key Responsibilities:

- Provide coordination, monitoring and communication of projects led by the Director
- Assist the Director in leading new company initiatives including project planning, intake, prioritization, initiation, executing and training, as well as fostering collaboration of end-users and key stakeholders
- Maintain vendor relationships and negotiate with vendors on price, terms, and conditions
- Complete a variety of special projects including creating PowerPoint presentations and special reports
- Perform general administration duties; filing, photocopying, preparing documents, and data entry
- Conduct research and create reports on various topics based on the needs of the Director
- Keep the Director advised of time-sensitive and priority issues, ensuring appropriate follow-up
- Prepare, reconcile, and submit purchase orders and expense reports
- Assist the Director with the annual budget reconciliation
- Schedule departmental meetings; assist in the preparation and distribution of meeting agendas and materials
- Attend meetings and take notes of the discussion; prepare initial draft of minutes and summaries

- Maintain and update annual corporate event planning calendar
- Plan, organize and coordinate on and off-site team events
- Create and distribute event surveys to team members and report the results to the Director
- Book event venues, catering, and entertainment
- Oversee vendor payments in a timely manner
- Undertake related duties as assigned to achieve the objectives and company goal

Qualifications:

- College diploma or university degree in Business Administration, or a related field
- 3 to 5 years' prior experience in supporting a senior executive or team
- Excellent computer skills, including the Microsoft Office Suite (Outlook, Word, PowerPoint, Excel)
- Experience in the coordination and management of projects
- Experience in event planning and coordination
- Ability to conduct research and create reports and presentations
- Excellent organization and time management skills
- Analytical and highly motivated self-starter
- Detail oriented problem solver
- Strong communication and interpersonal skills
- Ability to work in a fast-paced ever-changing environment

You Will Stand Out If:

- You have experience using SmartSheets
- You have experience working in an e-commerce environment

This is a full-time permanent role working 40 hours a week. Our hours of operation are 8:15am to 5:00pm Monday to Friday.

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