

Are you eager to learn both on and off the job? Do you thrive in a dynamic work atmosphere that strives for excellence on a daily basis? Are you motivated by innovative and forward-thinking ideas?

Then you've got what it takes to succeed at **CWD**.

Executive Assistant

CWD is currently looking for an **Executive Assistant - Managing Director** to join our fast paced and dynamic team. You love organization, planning and keeping track of a busy schedule. You can perform administrative tasks with ease, but you really love the challenge of the completely unexpected. You are structured, but not too rigid and can be flexible without hand holding.

As a full-time member of the team you will enjoy perks such as a great work-life balance, competitive health benefits, enhanced professional development subsidies, exciting company events, working within a goal driven, charismatic team and career growth opportunities.

Key Result Areas:

Administration (20%)

- Perform general administration duties; filing, photocopying, faxing, preparing documents, and data entry
- Conduct online research and prepare reports to aid with decision making
- Assist other departments with day to day projects and tasks as needed
- Complete personal tasks as required for Managing Director

Project Coordination (40%)

- Plan, organize, and coordinate projects and special events
- Assisting in the preparation and idea generation for projects
- Oversee entire projects from start to finish and ensure the end 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
- Review incoming projects and task and delegate them to the appropriate team member to complete
- Conduct background checks on new vendors
- Negotiate with vendors on price, terms and conditions

Communication (30%)

- Oversee travel arrangements including arranging flights, hotels, cars, etc. in addition to preparing itineraries, trip files, directions, and supplies
- Create and maintain communication between vendors

Other (10%)

- Effectively completing other duties as assigned

The successful candidate requires:

Education and Experience

- College diploma or University degree in Business/ Office Administration or a related field
- 3-5 years of experience providing support to senior leaders
- Previous experience with business development and project coordination
- Previous experience managing vendor relationships
- Outstanding interpersonal, written, and verbal skills
- Ability to perform administrative and clerical duties with typing speed of 45 – 70 WPM with a high level of accuracy
- Advanced skills with Microsoft Office (Word, Excel, PowerPoint) and the Internet
- Ability to handle sensitive information and maintain confidentiality
- Strong attention to detail, ability to multitask and excellent organizational skills
- Professional, flexible and a team player who takes ownership over their work
- Strives for maximum efficiency

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

Candidates who reside within a 45-minute commute of our office will be given preference.

Please note: This is a 40 hour a week position based at our headquarters in Niagara Falls, ON. This position does not provide an option to work remotely.

Vision

We believe all people should be empowered.

Mission

We create the highest performing consumer electronics that are smart, simple, and stylish.

Core Values

Development: We value continuous learning that leads to positive change.

Efficiency: We are committed to new processes and techniques that improve results and create value.

Innovation: We embrace creativity, discovery, and a desire to Create What's Different.

Accountability: We honour our commitments through ownership and display integrity when delivering results.

Excellence: We challenge ourselves to add value that goes beyond what is expected.

About Us

CWD designs, markets and sells consumer electronics that enhance our lives.

As a pioneer in the markets of do-it-yourself video security, baby video monitors and wireless connectivity, we have successfully applied the principles of innovation and superior technology to a dynamic range of product categories. We are committed toward consistently exceeding consumer expectations and changing the way people think about:

- * Baby Safety Devices
- * Do-it-yourself Video Security
- * Wireless Connectivity Products
- * Home Theater Audio
- * Retro Music Systems
- * Clock Radios
- * Karaoke Systems

From conception to launch, over 100 talented professionals work to ensure all of our products undergo the same intensive, completely in-house development and design process, resulting in the uncompromising quality and industry-leading performance that consumers trust.

The letters 'CWD' are shorthand for the empowering philosophy that drives every aspect of what we do – Create What's Different.

CWD is an equal opportunity employer committed to inclusive, barrier-free recruitment and selection processes and work environment. We will accommodate the needs of the applicants under the Ontario Human Rights Code and the Accessibility for Ontarians with Disabilities Act (AODA) throughout all stages of the recruitment and selection process. Please advise the Human Resources Department to ensure your accessibility needs are accommodated throughout this process. Information received relating to accommodation measures will be addressed confidentially.