



CAREER OPPORTUNITY

Champion Mortgage Inc. is looking for a full-time permanent Executive Assistant to join our team immediately to work with our Principal Broker at our Guelph office located at 649 Scottsdale Drive Suite 400, Guelph, Ontario.

Responsibilities

- Schedule management (scheduling and confirming meetings and commitments)
- Creating driving route plans
- Booking flights / hotels
- Creating / editing sales proposals
- Creating / editing contractual documents
- Answering / responding to calls & emails
- Prioritizing schedule daily / weekly / monthly
- Researching
- Managing / submitting receipts/expenses to bookkeeper / accountant
- Improving personal efficiency and effectiveness

Skills

- Organized
- Excellent communicator
- Fluent in English
- Fluent in French an asset
- Highly attentive to detail
- Experience in the financial sector an asset
- Experience as an administrative or executive assistant an asset
- Experience as a legal clerk / legal assistant an asset
- Experience as a sales assistant an asset
- Experience with marketing an asset
- Highly proficient with technologies such as CRM (Zoho, Pipedrive, Salesforce, etc.), Expensify or related cloud based expense software, G-suite, PowerPoint, and other cloud-based apps.

Compensation

Salary and Bonus Range depending on experience and performance: \$30,00-\$55,000 CAD annually

Please send resume & cover letter to ruth@champion.ca with the subject: Application for Executive Assistant Position

Champion is an equal opportunity employer.