

Full Job Description:

<p>At MarketStar, our energized employees are building brands every day and contributing to more than \$10 billion in revenue for our clients. Working with prominent companies such as HP, Microsoft, Intel, Canon Whirlpool, and Sony, we're providing superior sales and marketing solutions. If you're looking to make an impact, accelerate your career with MarketStar.</p> <p>MarketStar's wireless client account currently has an opportunity available in the Markham Ontario office for an Administrative Assistant to provide administrative support to the Account Executive and to the client.</p>
<p>RESPONSIBILITIES:</p> <ul style="list-style-type: none">• Assist with scheduling, execution, and reporting of program objectives• Coordinate specific details for events• Schedule meetings, both locally and via corporate calendaring system• Type and assemble a variety of documents including memos, letters, and reports for sales management team. Develop presentation for sales management team.• Work with our wireless client's departments and escalation team to resolve issues in a timely manner• Proactively look for opportunities to assist client in all areas of administrative activities.• Provide invoicing and program support for client
<p>REQUIREMENTS:</p> <ul style="list-style-type: none">• Some college or advanced administrative assistant training preferred• 3-4 years previous Administrative Assistant experience required• Knowledge of Powerpoint, Word and Excel.• Good interpersonal and public relations skills• Solid analytical, creative, and problem-solving abilities• Project management skills and well organized• Able to work well independently
<p>MarketStar does not discriminate in any aspect of employment on the basis of race, color, religion, national origin, ancestry, gender, sexual orientation, gender identity and/or expression, age, veteran status, disability, or any other characteristic protected by federal, state, or local employment discrimination laws where MarketStar does business.</p>
<p>Apply with your resume directly to: www.marketstar.com</p>