



skritswap

Administrative Assistant

Location: Waterloo, ON | Sault Ste. Marie, ON | Sudbury, ON | Toronto, ON | San Francisco, CA

Job Code: 003-555-1501

Full-Time or Part-Time

Applications are reviewed on a rolling basis. For earliest consideration apply before the soonest deadline:

Review Batch 1: February 17th,

Review Batch 2: March 3rd

Review Batch 3: March 17th

To Apply

Please email careers@skritswap.com your:

1. Resume
2. Cover letter
3. Contact information for 3 references
4. Linked In profile + any relevant links

with the subject line: “[YOUR LAST NAME] Admin 003-555-1501”

About skritswap

Looking to join a highly skilled team and support growth at one of the [Top 20 Most Innovative Companies](#) in Canada? We’ve got a job for you with plenty of variety and opportunities to grow!

skritswap is a dynamic Canadian AI start-up that is looking for full-time UI/UX professionals to join us. skritswap is bringing the next level of information accessibility to the world: changing the complexity of information. Imagine “Google Translate” but, instead of different languages, skritswap works with different reading levels.

At skritswap we make information accessible to everyone, regardless of their backgrounds and circumstances. We feel the same way about our team – that they should come from all walks of life and represent all possible backgrounds. Inclusion is one of our most core company values. It only makes sense – the more diverse we are, the better we can serve our diverse audience.



As a team we anchor our everyday behaviour around key values that we co-created together:

1. Considerate - we are a kind, empathetic team
2. Sustainable - a start-up is a marathon not a sprint
3. Communicative - key with a distributed team
4. Impactful - following skritswap's mission & vision to make the world more equitable

See more at skritswap.com.

Job Summary

As Administrative Assistant, you will directly support the CEO for the vast majority of your time. The remainder will be spent supporting the team, including the CTO and others. Beyond administrative items, you will be responsible for some research, sales support, and communications support. This is a position with great variety and opportunities to grow.

Responsibilities

- Being a relentless advocate for all our users
- Some schedule management
- Team coordination
- Booking travel
- You will start drafts for applications for government funding and for speaking opportunities
- Crafting SOPs to ensure documentation is in place early
- Contract drafting
- Document formatting
- Working in harmony with the members of your team and others in the organization
- Picking up new tools and technologies quickly and effectively
- Being eager to wear many hats that might change day to day – we're a growing company!
- Bringing all your creativity and ideas to the table – and being comfortable with and professional about the ideas of others



Great to Have (Most Important Skills)

Don't worry if you're missing a couple of these, as long as you're willing to learn!

- 5 - 7 years administrative experience in assistant or executive assistant roles
- Proficiency with digital tools and platforms like Slack, Trello, Harvest, Hubspot, Wordpress, Twitter, and more.
- Responsiveness is key in this role
- Ability to adapt to multiple styles and personalities
- Discretion as you will have access to a great deal of company information.
- Creative approach and an eye for usability and accessibility
- Top-notch communication skills

Nice to Have (Bonus Skills)

- Executive assistant experience specifically

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