



WE'RE HIRING AN  
Administrative Assistant

LOCATION: Brandon, MB    POSITION TYPE: Part-Time (in person)

At Create Marketing, we're more than just a team - we're a powerhouse of creative minds dedicated to pushing boundaries and redefining what's possible in marketing. We have a diverse background of experience, talent and perspectives that we blend together through thoughtful strategy and intentional action plans that drive our client's goals forward.

From concept to execution, our team takes a passionate approach to captivating our client's target audience and developing marketing solutions that get results. Our shared love for creativity, collaboration and a genuine desire to help businesses thrive is what sets us apart from the rest.

**KEY RESPONSIBILITIES:**

- Manage incoming emails and inquiries via phone in a timely and professional manner.
- Schedule meetings and appointments for team members, ensuring efficient use of time and resources.
- Maintain office organization by ordering necessary supplies and ensuring the tidiness of common areas.
- Assist with bookkeeping tasks using QuickBooks.
- Collaborate with team members to support various marketing administrative needs.

If you are enthusiastic about joining a dynamic team in a fast-paced environment and meet the qualifications on page 2, we would love to hear from you!

SEND YOUR RESUME + COVER LETTER TO

[HR@CREATEMARKETING.CA](mailto:HR@CREATEMARKETING.CA)

WITH THE SUBJECT LINE "ADMINISTRATIVE ASSISTANT APPLICATION - [YOUR NAME]".

## REQUIREMENTS:

- Demonstrated expertise with various technological tools and platforms, showcasing an aptitude for learning and adapting to new technologies quickly.
- Previous experience in an administrative role preferred.
- Proficiency in Microsoft Office suite (Word, Excel,) and familiarity with QuickBooks or similar accounting software.
- Proficient in Google Workspace (Google Drive, Docs, Sheets, Calendar).
- Excellent communication skills, both written and verbal.
- Strong organizational skills with a keen attention to detail.
- Friendly and outgoing personality with a positive attitude.
- Ability to work effectively in a team environment and value collaboration.
- Must be reliable, punctual, and adaptable to changing priorities.
- Knowledge of marketing or advertising industry is a plus but not required.
- Organized with effective time management skills.
- Self-starter with the ability to anticipate business administration needs.

## What Characteristics Would Make You Successful at Create Marketing?

At Create Marketing, we value individuals who embody our core principles and demonstrate a passion for excellence in everything they do. Successful candidates for this role will exhibit the following characteristics:

- **Client-Centric Approach:** An ability to deepen and broaden client relationships, understanding their unique needs and delivering exceptional service to exceed expectations.
- **Innovative Thinking:** A knack for identifying opportunities to create efficiency and streamline processes, contributing to the continuous improvement of our operations.
- **Independence + Initiative:** Demonstrated strength in working independently, taking ownership of tasks, and proactively seeking solutions to challenges as they arise.
- **Exceptional Time Management:** The capacity to manage multiple priorities in a fast-paced, deadline-driven environment, maintaining composure and delivering results under pressure.
- **Technological Proficiency:** Proficiency in current and emerging office technologies, including software applications and tools relevant to administrative duties, enabling seamless collaboration and productivity.
- **Curiosity + Adaptability:** A willingness to learn and adapt to new concepts, including how marketing services work, fostering personal and professional growth within our dynamic industry.

Candidates who embody these characteristics will thrive in our collaborative environment, contributing to the success of our team and the satisfaction of our clients.