

## **Administrative Assistant**

CWD (Circus World Displays Ltd.) owns and operates 4 divisions and over 30 brands. Our divisions include SVAT Electronics, Tronics International, BlueTronics Group and RDS. CWD was established in 1961 and has become an innovator in the consumer electronics world.

We are experiencing growth in our Administration department which has resulted in the need for an Administrative Assistant.

### **The successful candidate will be responsible for:**

- Coordinating and prioritizing Managing Director's schedule, phone calls, reservations, and meetings
- Making travel arrangements including arranging flights, hotels, cars, etc as well as preparing itinerary, trip file, directions, and supplies
- Planning, organizing, and coordinating functions and special events for Managing Director
- Performing general clerical duties; filing, photocopying, faxing, preparing documents, data entry
- Reconciling VISA Statements monthly to receipts for submission to Accounting
- Completing product analysis when required
- Conducting online research (product and pricing) and prepare/report data for decision making
- Performing special organizational and research projects as directed
- Completing personal tasks as required for Managing Director
- Preparing, gathering, and relaying confidential information and material on a regular basis
- Assisting Executive Assistant with day to day projects and tasks as needed
- Effectively completing other duties as assigned
- May be required to assist in Support, Marketing, Operations, Accounting, Sales, Research & Development, and Purchasing departments as needed

### **The successful candidate requires:**

- College diploma or University degree in Office Administration or related field
- 0-2 years of experience as an Administrative or Executive Assistant
- Ability to handle sensitive information and maintain confidentiality
- Strong attention to detail, ability to multitask and excellent organizational skills.
- Strong interpersonal, written, and verbal skills.
- Ability to work in fast paced and constantly changing work environment
- Ability to perform administrative and clerical duties with deliberate speed and accuracy, 45 – 70 WPM.
- Advanced level skills with Microsoft Office (Word, Excel, PowerPoint) and the Internet

Qualified candidates are encouraged to apply online by visiting <http://www.svat.com/hr.php> and selecting the "Apply for a Position Now" button. Only online applications will be considered. Please note that only selected candidates will be contacted for an interview.