

Date Posted: January 2, 2014

Please *reply only by email* to: [jobs@stepforth.com](mailto:jobs@stepforth.com)

## Administrative Assistant to CEO - Career Description

**Company:** [StepForth Web Marketing Inc.](#)

**Job Location:** Fernwood, Victoria, BC

**Required to be On-Site:** Yes

**Urgency:** Must fill within 2 weeks



### Overview

StepForth is a company facing a significant amount of growth in a variety of directions. As a result, we are looking for an assistant to help with the ongoing operations of the company while assisting our CEO with the organization of exciting (currently confidential) upcoming projects. The person for this job must be positive, extremely organized and has the ability and interest to learn new ideas/concepts on an ongoing basis.

**As the Administrative Assistant to the CEO the employee will wear many hats but here are a few examples of the work they will handle:**

- Handle invoicing and billing of StepForth Clientele
- Assist the CEO with task and project management
- Assist post-sales call processes (agreements and billing) with prospects and new Clientele
- Assist the CEO with contractor management
- Assist with ongoing in-house web marketing campaigns: training will be provided
- Provide phone reception services
- Greet and welcome clients for in-house meetings
- Help keep the offices tidy (we have a 2x a month cleaner for most of this – just general tidying is required)

### Applicants must:

- Be quick to learn software
- Understand how to configure Windows settings and basic troubleshooting
- Efficient and detailed
- Work with and manage a wide variety of personalities
- Be attracted to an environment where they will be learning on a constant basis
- Demonstrate a proactive work ethic
- Have an organized approach to work and meticulous record keeping
- Have well-honed customer skills
- Possess initiative
- Have a professional manner in dealing with clients and co-workers
- Be the type of person to under-promise but over-deliver on a regular basis

**Prerequisites:**

- The applicant MUST be bondable
- Have excellent written and verbal communication skills in order to write and edit high quality content.
- Have experience with book keeping using Quickbooks Pro or similar professional bookkeeping software.
- Have significant personal experience with the internet, social media sites, and search engines along with an interest in learning more about this realm. Business experience in any of these areas is an extra bonus.
- Advanced proficiency in Microsoft Word and Excel for Microsoft Office 2010 and newer.

**Terms of Pay:** to start the applicant will have ¾ time hours while they learn the ropes. Starting pay will be \$16 - \$18 based on pre-qualifications and can grow annually.

**Note:** There is significant opportunity for advancement and StepForth's end goal here is to find a long term, well remunerated employee.

**How to Apply**

If you fulfill the requirements please submit your resume ASAP with cover letter explaining why you are the best person for the position to [jobs@stepforth.com](mailto:jobs@stepforth.com).

**Please Get To Know StepForth and the CEO**

- [About StepForth Web Marketing Inc.](#)
- [About Ross Dunn, the CEO, Owner and Founder](#)
- [Ross Dunn's weekly podcast](#) (40,000+ downloads per month)