



# Administrative Assistant

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## Vancouver, B.C.

So far, Mogo has changed the game for short-term loans and now we're blowing up the credit card world with our new Mogo Prepaid Visa Card. Our goal is to help save Canadians \$1-billion in credit card interest, NSF fees and payday loan costs and have a great time doing it. If you'd like an accomplishment like that on your resume, then let's talk.

We're looking for an Administrative Assistant to enhance the CEO, CFO and other executives' effectiveness by providing seamless support and representing them professionally to others. What does that really mean? It means you're super organized, proactive, efficient, and your attention to detail abilities are exceptional. If you're up for the challenge of managing the corporate lives of these fast-paced executives, check out the details below and if you think you're a fit, send us your resume. We want to hear from you!

### WHY WE'RE SO GREAT

- WEST COAST BEST COAST we always say. Nothing beats being able to hit the beach, the trails or the ski hills after a satisfying day at work.
- We are food truck pros and love all things delicious. Don't worry; we hit the gym once a month to make ourselves feel better.
- Our CEO can burn the best of them in a battle of movie quotes.
- The boring benefits: health, dental, medical, and vision coverage, flexible hours and personal days.
- We have a pretty great sense of humour but we're serious when it comes to being the best and providing the best customer experience possible.

### THE IMPACT YOU CAN MAKE

- Provide exceptional customer service to the CEO/CFO and others by responding to requests/needs in a timely and effective manner, proactively resolving any associated issues and representing each department professionally.
- Manage the CEO and CFO's schedule strategically, so that their time is allocated most effectively, including coordinating travel, calls and meetings.
- Manage a wide variety of special projects according to the agreed-upon timeline, budget and expectation so that various departments' operational plans are properly executed.
- Manage own time, tasks and schedule strategically in order to maximize efficiency and results, including clarifying expectations, flagging any issues and proactively informing key stakeholders of changes.

### WHO YOU ARE

- 3-5 years of experience with administrative office tasks in an Administrative Assistant or Executive Assistant role
- Expert level computer skills, and Microsoft Office suite skills, including but not limited to Word, Excel, Powerpoint and internet applications
- Advanced knowledge of MS Outlook; multiple calendar management, comfortable dealing with multiple time zones

- Excellent verbal and written communication skills and proven ability to adjust style for various audiences.
- High level of professionalism, customer service, energy, speed and accuracy
- Strong organizational and planning skills with a proven ability to effectively prioritize work flow
- Resourceful, with the ability to prioritize, multitask and meet deadlines with minimal supervision
- Exercises independent judgment, discretion and diplomacy
- Thrives in a dynamic ever-changing environment.
- Excellent interpersonal skills and a proven track record for being a strong team player
- Results oriented with strong attention to detail
- Demonstrated history and commitment to customer service excellence
- Track record of adhering to organizational policies and procedures

**TO APPLY:** Please send cover letter and resume to [careers@mogo.ca](mailto:careers@mogo.ca) with “Admin” in the subject line.