



Job Title: Remote Executive Assistant

Position Type/Location: Part-Time, Remote, Canada (ET)

Application Deadline: April 12th

Send cv to: info@abefactors.com

Salary: TBD

ABE Factors Inc. is a leading accessibility consulting company committed to promoting inclusive and accessible environments. We value efficiency and excellence when it comes to ensuring our clients have what they need to identify, prevent and remove barriers. We are seeking a highly organized and detail-oriented Remote Executive Assistant to join our small team and support our principal in managing their daily tasks, keeping them up to speed, and staying organized.

Responsibilities of this role include but are not limited to:

1. Manage and organize the principals' email (creating a folder system), email correspondence, ensuring timely responses and prioritizing and filing emails.
2. Prepare, edit and format various documents, presentations, and reports for review.
3. Finalizing documents including reports and drawing comments for clients (formatting, editing, grammar, proof checking).
 - a. Must be comfortable navigating large reports.
4. Coordinate and schedule meetings, conferences, and appointments, as needed.
5. Attending meetings to record minutes, conferences etc.
6. Create, lead and manage social media and website updates.
7. Handle travel arrangements, including booking flights, hotels, and transportation as needed.
8. Conduct research and compile information as requested.
9. Maintain confidentiality of sensitive information and handle discreet matters with professionalism.
10. Assist in organizing and setting up new projects.
11. Act as a liaison between the Principal and internal/external stakeholder.
12. Bookkeeping, expense tracking.



13. General administrative tasks.

Qualifications for this role include:

- Experience as an Executive Assistant or similar role.
- Quick responses, timely task completions.
- Exceptional organizational and time management skills.
- Strong written, editorial and verbal communication skills.
- Positive and happy demeanor.
- Proficient in email management and scheduling software(s).
- Master of multitasking and prioritizing tasks effectively.
- Detail-oriented with a high level of accuracy.
- Works well under pressure.
- Tech-savvy and comfortable working with various online tools and platforms.
 - Familiar with virtual conference rooms including Teams, Zoom, Google.
 - Familiar with outlook, excel, word, and other similar Microsoft apps, Adobe

Assets

- Previous experience working in a remote or virtual environment is a plus.
- Creative mindset, solution maker.
- Understands the nuances of a small business (everyone wears multiple hats).
- Experience in the accessibility industry.

How to Apply

Interested candidates should submit their resume, cover letter, and a brief statement highlighting their experience in executive assistance to info@abefactors.com. Please include "Remote Executive Assistant Application" in the subject line.

Diversity

ABE Factors is a woman owned, LGBTQ2IA+ and equal opportunity employer. We welcome and encourage everyone, including people with disabilities, capable of meeting this job criteria to apply.



Our Mission: Make accessibility easy.

Our Vision: Be the leader in identifying, preventing and removing barriers through technical accessibility consulting, innovation and training.