Bayard Canada is a leading publisher of youth, religious and senior magazines in Canada, reaching millions of readers each year. Bayard sees the printed word as a unifier that encourages children and adolescents to explore and discover the world around them, and which helps adults better understand our changing world. Bayard Canada publishes in English and French, building communities of readers across the country, with a mission to spark imagination and reflection.

Administrative Assistant (Toronto)

We are currently looking for a full-time Administrative Assistant to join our team.

Responsibilities:

- Greet and direct all visitors and clients
- Manage phone system
- Execute daily mailings
- Receive and send courier packages
- Sort and distribute mail
- Manage and order office supplies
- Data entry as needed
- Book meetings and organize office events
- Update miscellaneous information: telephone list, email list, and personnel emergency information
- Work with Administrative and Office Manager on overall office management
- Editorial support for publishing teams as needed
- Any other duties related to the position

Qualifications:

- College or university diploma
- A minimum of 1 or 2 years of relevant experience in a professional environment
- Excellent computer skills (Microsoft Word, PowerPoint, Excel)
- Exceptional communication and interpersonal skills
- Self-motivated with a positive attitude
- Ability to independently organize and prioritize work
- Knowledge of publishing an asset
- Ability to speak and write French an asset

Starting Date: February 2022

Bayard Canada is an equal opportunity employer and is committed to providing a diverse and inclusive work environment. We offer an excellent benefits program, as well as a safe and collaborative work environment. If you require accommodations during the interview process, we will work with you to meet your needs.

To apply, please send your resumé with a cover letter by January 21, 2022 to jobs@bayardcanada.com with the subject line "Administrative Assistant Application"

Only those selected for an interview will be contacted.