



Graphic / Administrative Assistant

Under the responsibility of the Vice-President Product Development, the Graphic/Administrative assistant will provide administrative support to support managers and sales representatives and will work in partnership with the Graphic Department

Task description :

- Put in place the presentations used during the sales meeting;
- Work with the graphic department to edit product photos with specialized software : being able to adjust and change colors on a product
- Work with managers and sales representatives to prepare sales sheets for all our major customers;
- Work with sales representatives to obtain information on new products;
- Answer the phone for some managers;
- Work in conjunction with the Executive Administrative Assistant and replace if necessary;
- Perform all other duties as required.

Qualifications :

- DEC in graphic design or equivalent work experience
- Professional Software Proficiency (on Mac) Illustrator (CC) & Photoshop (CC) (Cut / Image editing) & InDesign
- Secretarial / sales experience (an asset)
- Bilingual (French/English)
- Good knowledge in Microsoft Office (Word, Excel, Access, Power Point);
- Ability to maintain pleasant and effective interpersonal relationships
- Ability to multitask
- Good management of priorities
- Ability to work under pressure
- Ability to communicate effectively
- Sense of organization, attention to detail and good team spirit

To apply, please send your resume and cover letter at: emploi@holiday.ca

PS: Note that our system does not accept postings via Hotmail