



Job Title: Assistant Coordinator, Business Planning - Intern

Duration: Full-time, 4-month contract term from January – April (Winter), August, May – August (Summer), or September – December (Fall)

Compensation: \$3200 honorarium provided upon completion of the term

Location: Toronto, Ontario

Website: www.trojanone.com

Application Deadline: ASAP

Overview

TrojanOne is in the business of engaging consumers through the creation and delivery of innovative and meaningful consumer brand experiences. We are seeking someone who will help ensure that our staff has the business management tools and resources they need to do their jobs efficiently.

Job Purpose

This internship will provide you the opportunity to gain valuable experience and a chance to communicate with business professionals. Through job shadowing and management of several small administrative projects, the incumbent can expand on their employable skills, develop new techniques and learn valuable skills to succeed in an office management environment.

Job Tasks and Duties

- Create, populate and/or update Excel-based databases and templates.
- Assist in maintaining the company intranet, business process documentation, organizing confidential documents, and other duties as required.
- Update the company 12-month Business Planning Calendar.
- Setup and contribute towards administrative meetings.
- Produce and compose meeting notes.
- Assist in organizing company internal file server.
- Conduct research into improving internal administrative tools and practices.
- Possibly deliver corporate presentations based on research gathered.
- Staff TrojanOne events when requested.
- Attend company-wide meeting on a regular basis.
- Perform clerical and other duties in support of office and event operations e.g. copying materials, serving as receptionist, helping out at events, and picking up materials as required.

Qualifications

- Enrolled in or recently graduated from a business management, office administration, or general arts program

- Strong proficiency in MS Excel application
- Intermediate skills in MS Word and MS PowerPoint applications
- Experience working with Mac OS X, and KeyNote application, preferred but not necessary
- Experience working in an office environment (filing, photocopying, data entry, etc.) preferred but not necessary
- Experience in note-taking and/or has an above average typing speed (40 wpm+)
- Strong attention-to-detail and organizational skills

Competencies

Willingness to learn: Demonstrate a strong desire to work with and learn from a variety of different people within the organization.

Team Work: Develop and maintain positive working relationship with all employees.

Written and Verbal Communication: Express clearly, listen actively and understand others well in a group setting.

Commitment to Quality: Ensure work is done correctly, completely, and within a set deadline. Documents must be detailed and professional.

Computer Skills: Must be proficient in using MS Office applications (especially MS Excel), Internet, and email.

How to Apply

Send your application ASAP to resumes@trojanone.com referencing **BP-INTERN and the work term of interest** in the subject line of your email. The application should include a cover letter, resume, and a copy of your school transcripts (unofficial permitted).

TrojanOne is an equal opportunity employer. Please be advised that only successful applicants will be contacted.