VICE started in 1994 as a newsprint monthly in Montreal and is now a global youth media company that includes print, events, music, online, television, and feature film divisions that operates in over 40 countries. VICE is the industry leader in original video for the web. With dozens of original series franchises across all content categories, VICE publishes about 60 minutes of new video content every day. For further information and additional background, please visit www.vice.com.

JOB TITLE: Administrative Assistant

REPORTS TO: EVP of TV, VP of Production, and Head of Production

OVERVIEW: VICE Media is seeking an Administrative Assistant to support our EVP of TV, VP of Production, and Head of Production, based at our Toronto office. The Administrative Assistant will provide day-to-day support for various projects, as well as travel arrangements and assistance on complex and flexible schedules.

ROLES & RESPONSIBILITES

- All communications via phone, email, text and regular correspondence including drafting letters and memos as directed
- Support the EVP of TV, VP of Production, and Head of Production in managing all receipts/expense reports, scheduling of business meetings, managing daily calendar, project management and research
- Responsible for handling confidential information in a discreet manner.
- Manage confidential files on a secure server
- Handle and coordinate all national and international travel arrangements
- Manage corporate credit cards and authorizations of purchases
- Other duties upon request

QUALIFICATIONS:

- 1+ years prior administrative experience, preferably in TV/film industry
- Efficient time management for self and others, and being able to think outside the box to meet expectations
- Detail oriented; focused
- Must be proactive and able to multi-task various needs and deadlines
- Ability to work flexible hours
- Strong written and oral communication skills
- Excellent computer skills with Apple MAC applications.
- Proficient in Microsoft Office (mainly excel)

HOW TO APPLY:

Please send a detailed cover letter and resume by email to jobscanada@vice.com. Reference "**Administrative Assistant"** in the subject field. No phone calls please.

****This job description is a general description of essential job functions. It is not intended as an employment contract, nor is it intended to describe all duties someone in this position may perform. All employees of Vice Media are expected to perform tasks assigned by supervisory personnel, regardless of job title or routine job duties****

If you do not hear back from us within one month of applying then unfortunately your application has been unsuccessful. Thank you once again for applying and we wish you success in your future career.