



WHO WE ARE

We are a close-knit diverse team with a passion for African cuisine and a mission to inspire and spread more cultural diversity through food. Taltis Foods brings unique African products proudly made in Canada. Our Cooking Sauces allow "food adventurers" to quickly prepare various African foods in the comfort of their homes and save much time. See more of how we started: <https://www.taltisfoods.com/pages/our-story>

Joining our adventure to bring more food diversity to Canada and North America!

Positions	Retribution \$/Hr	Duration
1) Account Management	16 \$/Hr	Part-time (20Hrs/Wk)
2) Admin. Assistant	16 \$/Hr	Part-time (20Hrs/Wk)
3) Digital Marketing Assistant	16 \$/Hr	Part-time (20Hrs/Wk)
4) Social Media Mg Assist 1	16 \$/Hr	Part-time (20Hrs/Wk)
5) Marketing Assistant	16 \$/Hr	Part-time (20Hrs/Wk)

ADMINISTRATIVE ASSISTANT

JOB DESCRIPTION

The ideal candidate is a highly self-motivated individual capable of working cross-functionally on planning, organizing, and prioritizing administrative work. You will assist with various administrative tasks, such as the maintenance of bookkeeping, expense data entry, and documentation around office procedures and company culture. You will need to display versatility in order to handle ad-hoc projects as assigned. Our entrepreneurial culture is built on continuous learning and growing together. If that sounds like you, come join our team!

RESPONSIBILITIES

- Assist in daily administrative work as needed to support cross-functional teams
- Maintain basic bookkeeping data entries and records
- Record meeting minutes and follow-ups
- Coordinate meetings and event schedules among team members
- Assist in the documentation of corporate culture, operations, other standard procedures, and presentations

QUALIFICATION

- Comfortable working in Google Space and Microsoft Office suite (Outlook, Excel, Word, PowerPoint, etc.)
- Great written & oral communication skills
- Detail-oriented and meticulous
- Time-management skills
- Nice To Have: interest in the food & beverage industry, administration, relationship management, entrepreneurship, or e-commerce