

This Is The Job: Executive Assistant

Use this list to kickstart your advertising journey. Speak with your guidance counsellor, teachers, and parents to find out which courses, programs and next steps may be right for you.



What is an Executive Assistant?

We're the people who help busy executives get the most out of their days. We're organized, forward-thinking planners and doers who work closely with the most senior people in an ad agency to help them perform their best.

This is what they do most days

I anticipate...

I think hours and days in advance so that things go smoothly "day of".

I schedule...

I'm detailed with calendars, notes and reminders so nothing gets missed.

I communicate...

I let people know where they need to be, what they need to do, and who they need to connect with.

In their own words:

“ My job is to help my bosses manage their schedules, keep them informed, and be prepared for anything that may come up. I need to be organized, be able to adapt to different situations, multitask and be detail-oriented.

I do a ton of things on any given day. Some things include booking meetings, taking minutes for executive meetings, reviewing emails, arranging travel, submitting expense reports, etc. Basically, I organize my bosses' work life to make sure everything runs smoothly!”

- Jennifer L.

Explore some of the skills you'll need.

- ✓ You're a forward-thinking planner and enjoy working in administrative environments
- ✓ Exceptional organizational skills
- ✓ Strong communication and interpersonal skills
- ✓ Excellent time management skills
- ✓ Ability to multi-task efficiently
- ✓ An independent worker
- ✓ Ability to work with minimal supervision
- ✓ Knowledge of Microsoft Offices

This Is The Job:

Was created to attract more racialized people to the exciting, creative and challenging world of advertising, with the goal of increasing diversity across the entire industry.

To learn more visit thisisthejob.org