

Job Title: Personal Assistant

Company: Scoudouc Enterprise

Location: Remote (Preferably Atlantic Canada)

Employment Type: Part-time (with potential to transition to full-time)

Job Overview

We are seeking a highly organized, proactive, and entrepreneurial-minded **Personal Assistant** to join our team. This is a **key role** in the organization, designed to free up the owner's time by managing scheduling, communication, administrative support, marketing assistance, and business process optimization. The ideal candidate must be a **self-starter** who takes initiative, solves problems, and implements efficient systems. This will be a consistent learning position, in the scope to better the business, the owner and the employee.

Responsibilities

Time & Calendar Management

- Organize and manage both business and personal schedules
- Coordinate appointments, meetings, customer nurturing
- Prioritize and streamline the owner's time efficiently

Client & Business Outreach

- Initiate and maintain professional relationships with potential clients, vendors, and business partners
- Conduct proactive outreach to generate business opportunities

Email & Communication Management

- Handle business and personal emails, responding to inquiries promptly
- Manage client follow-ups and ensure timely responses
- Manage Facebook messages and chats to nurture client relations

Social Media & Marketing Support

- Create and schedule bilingual (English/French) social media content
- Manage social media advertising and boosting posts
- Assist in designing marketing materials using Canva
- Perform basic video editing using CapCut or TikTok for content creation

Light Bookkeeping

- Reconcile monthly credit card and bank statements
- Assist with financial organization and documentation

Process Optimization & Systemization

- Break down tasks and workflows into repeatable, efficient systems
- Implement structured processes to improve productivity and consistency

General Administrative Support

- Document creation, report preparation, and data management
 - Consistent web research
 - Organizing files and business records
 - Additional tasks as required to support company operations
-

Skills & Qualifications

- **Bilingual (English & French)** – written and spoken
- Proficiency with Google Meet and Zoom is a requirement.
- Proficiency in **Google Workspace** is a MUST (Docs, Sheets, Calendar, Gmail)
- Comfortable working in the **Apple ecosystem, including Mac**
- Experience with **AI tools like ChatGPT** for workflow efficiency
- Knowledge of **Canva** for marketing materials
- Familiarity with **social media management** (posting, boosting, ads)
- **Basic video editing skills** (CapCut, TikTok)
- Strong **communication and organizational** skills
- Ability to **systemize workflows** for efficiency and scalability
- **Self-starter** with a proactive problem-solving approach
- Comfortable handling confidential business and personal information
- Willing to **learn** consistently from the owner and the market.

Compensation & Benefits

- **Salary:** 18.50 per hour (Part-time, with potential for full-time)
- **Hours:** Estimated 4-5 hours per day. Early 6:00 am meetings are a must. (Flexible, with room for growth)
- **Remote Work:** This position allows for remote work, though preference is given to candidates in Atlantic Canada time zone for local client interactions
- **Growth Potential:** The role may transition into full-time, based on performance and workload expansion.
- **Hardware:** A computer, Cellular phone or plan, and headset will be supplied or compensation for your own work tools.

Reporting & Performance Expectations

- Reports directly to the company owner
 - Regular check-ins to ensure alignment with business goals
 - Performance evaluated on:
 - Ability to manage time and responsibilities effectively
 - Quality of communication and follow-through with tasks
 - Initiative in problem-solving and improving workflows
 - Note a background check will be requested or pulled.
-

How to Apply

Steps to apply:

Step 1:

Please submit your resume in a **PDF** form via email to Matroy@matroy.ca.

In the **subject line** write **Resume 1234**

In the **body of the message** please include the name of one book you read in the past 12 months.

Step 2:

In the same email send the following video, using a google drive link, be sure to change the share folder permissions so I can open it.

Record a video of yourself completing these 4 tasks:

1. Introduce yourself. Hi, my name is _____ I want to apply for this position. Je suis aussi capable de communiquer en français.
2. Tell me about a time when you had to figure out something completely new on your own. How did you approach it, and what was the outcome? Think of something simple life related.
3. In this role, you will be responsible for optimizing processes. Can you describe a situation where you streamlined a process to make it more efficient? Again think of something simple in your life.
4. You have an important flight to catch, but on the way to the airport, you realize you left your wallet at home. What do you do next?