



## **Position: Administrative Assistant and Bookkeeper (Mandarin)**

Intrinsic Innovations is searching for an Administrative Assistant and Bookkeeper, an exciting opportunity for a capable, self-starter, looking to pursue a meaningful career in helping start-up businesses succeed.

The position will work closely with start-ups, helping them to lighten their workload so the founders can focus on growing their business. The Assistant will work with start-ups to field member questions and requests, anticipate needs and identify new resources for members, proactively provide services and resources to our members, provide administrator duties to our members, and manage member's bookkeeping activities.

To be successful in this highly collaborative role, the Assistant must work to ensure top-notch customer service for our member community as well as guests within our offices.

The right candidate will be detail oriented, thoughtful, approachable, and have a passion for supporting entrepreneurs. You are a hard-working, organized, and enthusiastic individual, driven by an entrepreneurial spirit. You are resourceful, creative, collaborative, and have a knack for connecting with people. You enjoy working on teams but also thrive when assigned individual projects.

### **Organization Overview**

The position entails:

- Welcome all clients and visitors when they arrive at the office;
- Manage the daily bookkeeping requirements of Intrinsic and member companies;
- Manage the office environment and supplies;
- Executive assistant duties to the CEO, Board, and some member companies;
- With our Community Relationship Associate, help to onboard new start-ups;
- Work with the Intrinsic team to share regular updates on social and digital platforms;
- Work with the Intrinsic team to create newsletters and other content;
- Assist with event planning and execution of programming;
- Assist with the creation and distribution of Intrinsic member resources and benefits;
- Regular collection and reporting of client business metrics;
- Rolling up your sleeve and helping out wherever need be.



#### The benefits:

- Watching companies grow from idea stage to successful business;
- Developing and growing with a global community;
- Working with entrepreneurs;
- Ongoing development, coaching and mentorship;
- Autonomous working environment - flat management structure, although you will need to report to both the CEO and the Board of Intrinsic Innovations;
- Having a happy, proactive, winning environment to work from;
- Making a difference to a community that needs your help.

This role is one that requires a highly motivated, passionate individual who believes in positivity, planning and results. Our aim is to see businesses succeed and prosper, and to see businesses recognized on the world stage, creating jobs and economic growth for Alberta. This position provides much room to grow your career with the Intrinsic group of companies and with our member start-ups.

#### What you need to have:

- Outgoing and personable personality
- Ability to identify and fulfill client needs
- Strong customer service and relationship management skills
- Passion for helping others
- Personable
- Ability to read, write and speak both Mandarin and English

#### Who are you?

- Accounting or business degree preferred
- Experience with customer service or relations
- Experience with coordinating events
- Experience with bookkeeping