



Project Coordinator / Administrative Assistant \$65K

This individual comes with more than 7 years progressive experience providing executive admin and project support.

She has done everything from calendar management through to tracking and updating project timelines and budgets, assisting with the preparation of RFP's, updated web sites, and providing IT support. She has a project management education, very strong software/technical skills and a post-secondary education.

She is a highly organized and proactive individual looking for further her project coordination/ management experience in a corporate environment.

Call Catherine Wilson at 416-363-1488. Please quote reference number CW-464SA.