



Executive Assistant

About US

As leaders of innovation for almost 25 years, CAST-Software is an award-winning company, delivering design and previsualization software tools for lighting and event specialists all around the world. Not only that but we include real-time live tracking systems that work seamlessly with our 3D software tools, which are quickly becoming industry standards to use.

Precise and unique, offering continuity in design or freedom to experiment, our tracking system is the ultimate communication and control system. Studios, theatre and stages come alive as our tracking system communicates and controls robotic lights and cameras, laser systems, sound reinforcement and sound steering systems, multimedia display devices and interactive systems, and now communicating directly with third party gaming engines.

Driven by passion, creativity, and technology, we love to see our efforts (NTD watch results unfold is too passive) allow projects reach their true potential using our products. Be it covering theatre, concerts, tours, any type of live entertainment, indoor or outdoor, including film and now the gaming industry, it's inspiring each time.

Our team of like-minded, driven people connect in our small, friendly work place, make magic happen.

If you share our passion, our drive for innovation, our commitment to customer excellence and [pride in being a leader] come and join us.

Check out www.cast-soft.com for more information about us, our products and what we do and have done. We are sure you will be impressed. Then hit reply to this ad and send your resume with a cover letter, explaining why a job in tech at CAST is for you.

About the Job

You will be reporting directly to the Director of Business Development, you will be their life line. You will assist in prioritizing tasks, organizing confidential material and interfacing between all the company's departments. Make a vital contribution by finding the best travel arrangements, organizing work and meetings schedules. There will also be a sales administrative component assisting in the sales lifecycle and roadmap of BlackTrax.

Finally, you will be assisting the company in a general capacity to ensure a streamlined function that will help us evolve and grow.

The Amazing things you'll do!

- Manage multiple projects in a fast-paced, deadline-driven environment
- Offset workload of executives by assisting in proposals and email follow ups.
- Strong, self-directed work initiative, organizational and time management skills supported with confidence, which comes from maturity and experience, to make decisions and set priorities

- Strong interpersonal skills, positive attitude, tact, integrity, and diplomacy
- Be customer facing, in person, email, phone and tradeshows; comfortable greeting and directing
- Ability and interest in travelling to tradeshows, potentially 5% - 15% of the tradeshows per year
- Conserve time by aiding with the compiling of confidential reports, certain correspondence, drafting letters, and the preparation of documents and template contracts
- Compile documents and follow-up with customers for execution
- Assist in basic sales where needed, qualifying leads, quoting, purchase orders, and invoicing
- Conducting various research tasks relating to marketing and sales

A Little about You!

- 2-3 years' experience with a small to medium sized company
- Enthusiasm, Enthusiasm, Enthusiasm
- Completed a post-secondary degree or diploma
- Outstanding English written/oral communication, interpersonal, and negotiating skills
- Willingness to learn new skills and take on complex tasks
- Amazing initiative, time management skills, and organizational skills
- Excellent at utilizing Microsoft Outlook
- Command of manipulating and optimizing spreadsheets in Microsoft Excel
- Adept at designing and executing documents in Microsoft Word
- Technical or AV knowledge relating to the entertainment industry is a huge asset
- CRM experience/proficiency a big plus
- Proficiencies in other languages is an asset
-

Location:

CAST is located at 35 Ripley Avenue, Suite 1 on the southwest side of Toronto, ON (Tel: 416.597.2278). You can drive or take TTC (Queen streetcar to South Kingsway and walk a block, or the subway to Runnymede and a short bus ride), or bike in as some do weather permitting, plus lots of free parking is available on a first come basis.

Contact: Please email questions and resume to HR@cast-soft.com and be ready to chat. We will reply to you as soon as we can.