



## WE'RE HIRING!

### COMPANY DESCRIPTION

Founded in 1989, Learn2 focuses on human performance. Yes, our clients win awards for the learning and engagement best practices we design for them. Who doesn't want business-relevant, hands-on programs that achieve lasting behavior change. So your program gets explicitly configured to your participants, your culture, your values and your outcomes so much so that, we become an extension of your team.

Learn2 has empowered leaders and teams to change the way they work. We take away podiums, PowerPoint, and remove the teaching from the learning equation. Learn2's approach puts you, the participants, in the driver's seat. You learn by doing. You interact with other participants and your facilitator to create best practices that enable us all to achieve more with less effort.

Instead of having to absorb information from a lecture, you become an active participant in a hands-on learning experience.

Sound exciting? It is!

### CONTACT US

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## SALES AND MARKETING EXECUTIVE ASSISTANT

### Position Description

Do you take pride in being the trusted right-hand and go-to person? Have you developed the planning skills to anticipate requests and get them completed before they are even asked about? Do you have an eye for detail, proofread everyone else's work and can't help but organize how others work more efficiently?

Our Sales and Marketing Executive Assistant's primary responsibility is to ensure our CEO is strengthened by stickhandling our lead generation, conversion, and client experiences. We are looking for someone who is a go-getter and wants to creatively and effectively contribute to a very diverse range of sales and marketing functions. If you are tech savvy, detail oriented, are looking for the excitement that comes from working hard and making a big impact - and want to work with a team who feels the same way - we would love to talk with you.

### You enjoy being responsible for:

- Being the trusted contact for the CEO to build and deploy sales and marketing content
- Performing research to improve quality of insights offered to prospects and clients
- Applying in-depth experience listening for intent and translating into media - sales and marketing decks and videos
- Identify and manage contractors to accelerate production and deployment of insights
- Managing production schedule (CEO and team calendar) to find more efficient approaches to production and deployment of insights
- Drafting communication to clients for the CEO including email, LinkedIn and agendas
- Leading and creating a culture of efficient workflows to eliminate waste and increase productivity
- Listening and engaging in relevant social discussion about our company, competitors, and/or industry, both from existing customers, leads, from brand new audiences that don't yet know us

### How you will know if you are a fit

- You work flawlessly as a remote team member
- You communicate honestly and directly with clarity about your needs to achieve the desired result
- You proof-read everything
- You've effectively managed many small and large projects at the same time
- Your references keenly miss working with you and say you have initiative, are self-motivated with superior organizational and time/people management skills
- You've learned how to prioritize work so you keep others working and effortlessly handle last minute requests at the same time
- You read and appreciate all the details and will include your favorite song in your application - yes we check
- You are mature. You understand discretion, confidentiality, and have sound judgment
- You want a role with a purpose-driven organization where your contribution is appreciated



## Experience Desired

- You have experience writing, researching, producing content (ideally in a B2B, entrepreneurial, or growth environment)
- You are tech savvy and get excited about learning new apps, technology or platforms
- You have exceptional computer skills. You can quickly learn any software package and quickly create beautiful MS Office files with ease. We test these skills so it's a requirement. Heavy usage in Zoom, ActiveCampaign, Outlook, Adobe Acrobat Pro, SharePoint, Excel, Word and PowerPoint
- The ability to work collaboratively and creatively within a distributed team is vital since we are now all remote.
- Your verbal and written communication skills are exceptional and professional
- University Degree/College Diploma preferred and does not exclude – proven experience is more important
- Excellent writing, editing and proofreading skills
- Accuracy and attention to detail
- Ability to consistently lead daily, weekly and monthly deadlines
- Passionate about learning and development, and the power of human potential
- Bilingual, an asset

## What does Learn2 offer you?

- Opportunities to learn about leading, team, communication, sales and product management. Opportunities to collaborate with a group of best practice leaders who are changing the way the world works. We want someone we can trust and collaborate with who won't let our world down.
- You get to have a voice in all we do. The opportunity to be an integral part of a growing team out to change the how the world works. You get the opportunity to define and innovate how we support leaders looking to develop their teams and further our impact.
- Our CEO leads to achieve our purpose. Beyond work – both life and planet. So you've got your own ways to make the world a better place and enjoy opening others' eyes to a better way.

## Salary, Location and Hours

This full-time position is based in Toronto, Canada. Since the onset of COVID-19, we have situated our team to work remotely. The salary and incentives are dependent on experience and ability.

## Application Instructions

If this description resonates with you - then we want to meet you. We are an award-winning People company based in Canada with team members from shore to shore who support global clients. We help organizations create courageous leaders through participant-driven learning experiences. Participants develop real skills without risk so they take ownership for their development and impact. We're growing so we want someone exceptional.

To apply, please send us the following to Amy Dano at Amy@Learn2.com

- **Cover Letter to understand why we would want to hire you**
- **Resume or LinkedIn profile**
- **Writing sample (examples: blog, webpage, brochure, etc.)**

You choose how you want to stand out from the crowd so let your creativity speak through your application. The posting remains active until we find the right fit. Learn2 conducts pre-employment screening of all candidates.

Learn2 provides equal employment opportunity to achieve an inclusive workplace that values everyone so please show us who you are.