

Executive Assistant

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| Salary Range: | 45,000 – 60,000 + benefits | PTO: | 15 days |
| Status: | Fulltime | Location: | Remote-CDN |
| Reporting to: | CEO | | |

Tripleview Technologies (TVT) is dedicated to the public sector - we walk every day with our customers, helping them build thriving local communities that enrich people’s lives by supporting the critical community services with our innovative technologies. We are a group of software industry insiders with decades of experience serving counties, cities, towns, and districts. We acquire, innovate, and grow public sector focused technology companies. Our vision is to bring together and build on the power and passion of owner founded software business in the public sector industry, to provide innovative solutions supported by a team of high caliber professionals.

Tripleview is looking for an administrative professional to join our corporate team to aid the CEO in facilitating the efficient operation of the organization. This is a remote position that offers a flexible working schedule regulated by internal and external time demands to achieve a work life balance. Our dynamic and growing business provides a rewarding, collaborative, engaging and challenging but supportive environment to advance your career.

Operational support including:

- Working with clients to resolve order processing issues
- Responding to customer and vendor inquiries on invoices and payments
- Following up on overdue invoices
- Assisting with on/off boarding staff (payroll setup and benefit registration)
- Organizing and supporting staff in regional user conferences and user groups
- Maintaining company records including clients, contacts, products, email groups, etc.
- Managing and tracking sales commissions

Executive support including:

- Managing communication, organizing meetings and travel
- Preparing monthly expense reports
- Assisting with preparing monthly, quarterly, and annual financial and operational reports
- Following up on outstanding actions

Experience/Qualifications:

- Comfortable and skilled with Word, Outlook, Teams, and Excel
- Ability to communicate clearly (written and oral)
- Experience and confidence working with customers (SMB)
- Ability to build relationships of trust, resolve concerns and follow through to resolution
- Worked with staff and customers across the organizational hierarchy



- Experience to organizing, prioritizing, and completing work items as committed and communicating updates and variances
- Prior related experience (3-5 years)
- Post-secondary education or experience in relevant field