

Speak

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Company Description

Speak AI Inc. is a software company that uses artificial intelligence to extract valuable information from video, audio and text to help people and teams research, communicate and market better.

Job Role

Speak AI Inc. is looking for an enthusiastic and hard-working Accounting Administrative Assistant to join our small team focused on speech analytics and content analysis. The selected candidate will work downtown at our office at Innovation Works, a beautiful co-working space dedicated to social enterprise.

Position & Time Commitment

35 Hours Per Week. It is a Full-Time Position.

Salary

\$16.00 to \$18.00 an hour.

Our Ideal Candidate Requires:

- Excellent oral and written communication skills
- Experience with Quickbooks, Adobe Professional Creative Suite, and Google Cloud Suite
- Post-Secondary Degree/Diploma (preferably in accounting or administrative assistance)
- Strong project management skills and experience with tools like Toggl, Slack, Evernote, and Trello

- Self-motivation and resourcefulness
- Ability to work with minimal supervision and take initiative
- Excellent attention to detail and the ability to manage time while meeting deadlines
- Proficiency in Microsoft Office applications (Outlook, Word, Excel, PowerPoint)

Extra consideration will be given to candidates that have:

- An understanding of digital marketing including pay-per-click advertising, search engine optimization, content creation, email marketing and analytics
- A vehicle with G License who are willing to drive and have meetings
- A knowledge of languages and frameworks HTML, CSS, JavaScript, PHP, Angular, Nodejs, C++ and Python
- Experience working in enterprises, call centers, and research teams
- Experience using content creation and management tools like AgoraPulse, Canva, SproutSocial, MailChimp and ActiveCampaign
- Knowledge of Google Data Studio, Google Analytics, SEMrush, Google Ads and WordPress
- Builds professional and technical knowledge by attending workshops and meetups, researching independently, and establishing personal networks
- An interest in marketing, voice, and technology. We know we are!

Your work and responsibilities will be diverse. You will:

- Manage our Quickbooks Account including invoices, expenses, reconciliation, payroll, budgeting and forecasting
- Be Speak AI Inc.'s key communication point and respond to inquiries, help book meetings, reach out to prospective customers, create proposals, and support existing clients
- Aid in Project Management & Administrative Tasks including prioritizing tasks, time-tracking, and Trello management
- Provide hiring support including payroll, hiring documents, and NDAs etc.

- Find and write grants to support Speak AI Inc. with further growth
- Help manage basic marketing activities such as Google Ads optimization, content planning and publishing, and reporting
- Provide basic website management support including updates, error reporting and usability testing

In Summary

We are really excited about the work we are doing at Speak AI Inc. We are looking forward to having a great administrator on our team. If you are interested in working on some innovative technology with an awesome small team, making an impact with your work, and improving day-to-day operations to help us grow, please feel encouraged to apply for this position with a resume, link to your LinkedIn, and a cover letter.

We are strongly committed to employment equity and we support diversity. If you require accommodation during the application process, please advise in your cover letter.

We are hiring with support from Career Focus. By applying to this position, you are confirming you are 30 or under and possess either a Canadian citizenship or permanent resident status, are legally entitled to work in Ontario and Canada, and are not in receipt of Employment Insurance.

We thank you for your interest; however, only candidates selected for interviews will be contacted for follow-up. We look forward to hearing from you!