



Executive Assistant

Company Description

As a recognized leader in service excellence, we pride ourselves on consistently exceeding client expectations and setting the benchmark for production support in Toronto.

Our studio offers an expansive suite of services, including high-end camera equipment, advanced lighting and grip gear, fully outfitted package trucks, and cutting-edge motion control robots.

Paired with our versatile and uniquely designed studio facilities, we provide one of the most seamless, turnkey production experiences in the city.

By equipping our clients with best-in-class tools and environmentally conscious solutions, we help them perform at their highest level on set—while also reducing their carbon footprint. Join us and be part of a team that powers creativity, innovation, and sustainable production.

The Opportunity

2D House is seeking a highly organized and proactive Executive Assistant to provide direct support to the CEO in a high-trust, hybrid role encompassing both executive and personal assistance responsibilities. This is a full-time, primarily office-based position, ideal for a resourceful professional who remains calm under pressure and is comfortable managing a broad range of responsibilities with professionalism, discretion, and sound judgment.

The successful candidate will play a key role in enabling the CEO to remain organized, focused, and effective within a dynamic, entrepreneurial environment. This position requires exceptional communication skills, strong time-management capabilities, and the ability to handle sensitive and confidential matters with the utmost discretion. In addition to executive support, the role includes occasional personal assistance, off-site errands, and coordination outside the office, as needed.

The ideal candidate is a proactive problem-solver who anticipates needs, adapts quickly to changing priorities, and takes pride in supporting a busy principal to operate at a consistently high level.

2D House Inc.

230 New Toronto Street, Unit #1
Etobicoke, ON M8V 2E8

+1 (416) 800-2193
2dhouse.com



What You Will Do

- Manage the CEO's calendar, meetings, appointments, and scheduling priorities
- Coordinate business and personal logistics, including appointments, reservations, errands, and follow-ups
- Track tasks, deadlines, and action items to help ensure priorities are progressing and nothing falls through the cracks
- Draft, prepare, and organize emails, documents, reports, and meeting materials as needed
- Help triage incoming requests and communications, ensuring urgent matters are identified and prioritized appropriately
- Maintain organized digital and physical systems, including files, records, office supplies, and shared resources
- Support day-to-day office administration and help maintain a professional, organized, client-ready environment
- Coordinate with vendors, service providers, and other external contacts as required
- Handle occasional off-site tasks, errands, and logistics using company vehicles where required
- Support a mix of business and occasional personal tasks, adapting to evolving priorities as needed
- Assist occasionally with minor dog-related responsibilities, including walking the CEO's two dogs when needed
- Occasional availability outside regular business hours may be required; however, work weeks will not exceed 40 hours
- All other duties as assigned

What You Bring

- 3+ years of experience in administration, executive support, office management, or a similar role
- Excellent verbal and written communication skills
- Highly organized, proactive, and detail-oriented with strong time management skills
- Strong judgment, professionalism, and a high level of confidentiality is a must/required
- Resourceful, dependable, and comfortable managing multiple priorities in a dynamic environment
- High proficiency with Google Workspace, including Docs, Sheets, Calendar, and Drive
- Valid full G driver's license
- Comfortable with dogs and willing to assist with occasional dog-related responsibilities
- Experience in film, media, production, or entrepreneurial environments is an asset

Who You Are

- Proactive: You anticipate needs, think ahead, and take initiative without needing to be asked
- Organized: You manage competing priorities, schedules, and details without letting anything fall through the cracks
- Calm Under Pressure: You remain composed, solutions-focused, and adaptable as priorities shift
- Confidential: You handle sensitive information with professionalism, sound judgment, and a high level of confidentiality
- Resourceful: You're a problem-solver who can navigate both expected and unexpected tasks with confidence
- Clear Communicator: You communicate clearly and professionally with leadership, clients, and external partners

Work Environment

- **Location:** Primarily On-site at 230 New Toronto Street, Unit 1, Etobicoke, M8V 2E8 with some off-site work required
- **Hours:** Full Time/ 40 hours per week. 9AM-5:30PM - Monday to Friday with occasional requests for work outside of normal business hours
- **Environment:** A supportive, team-oriented environment focused on innovative production work
- **Transportation:** Access to a company vehicle as required

What We Offer

- **Compensation:** \$70,000/year
- **Benefits:** Medical and Dental benefit packages plus basic Life, AD&D and Long-Term Disability Insurance*
- **Support:** Access to Employee Assistance Program*
- **Investment:** Matched RRSP contributions up to 3%*
- **Time Off:** Vacation accessible after 3 months of employment plus annual paid time off between Christmas and New Years
- **Team:** Bi-Monthly Team Building Activities plus daily snacks and drinks on site
- **Low/No-Cost Rentals:** Access to film equipment and studio rentals for all employees at heavily discounted rates or no-cost for passion projects.
- **Learning Opportunities:** We offer multi-departmental training opportunities on site with a variety of our equipment and services.

* available after three months of Employment

How to Apply

Please send your resume to careers@2dhouse.com, with the subject line 'Executive Assistant'.

2D House is an equal opportunity employer committed to fostering an inclusive and accessible workplace in accordance with Ontario Human Rights Code and AODA. Accommodations are available upon request for candidates participating in all stages of the recruitment and selection process.

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