



Executive Assistant/Office Manager

Company Description

2D House is looking for an Executive Assistant/Office Manager to join our team on a Full-time basis. As an industry leader in service and quality, we are always aiming to go above and beyond our client's expectations. We offer a wide range of services including Camera Equipment, Lighting and Grip gear, Package Trucks and Motion Control Robots. These services, along with our unique Studio facilities, make 2D House one of the most turnkey production service companies in Toronto, providing our clients the tools to excel on set and reduce their carbon footprint. providing our client's the tools to excel on set and reduce their carbon footprint.

About The Role

This role will focus on supporting the Director of Operations and senior leadership team while managing day-to-day administrative and facility-related functions within the company. The ideal candidate must be able to juggle multiple priorities, stay organized in a dynamic production environment, and maintain a strong sense of discretion and professionalism. This role is essential to ensuring that internal operations run smoothly, staff are well-supported, and our facilities remain functional and client-ready.

Responsibilities

- Manage calendars, coordinate meetings, and track action items for senior leadership
- Prepare internal documents, reports, and meeting agendas as needed
- Maintain an organized office environment including supply ordering, filing systems, and shared resources
- Serve as the company liaison for facility maintenance and services, coordinating with relevant providers and tracking service requests
- Assist with internal communications, staff-wide updates and occasional administrative support for other departments or committees
- All other duties as assigned

2D House Inc.

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

+1 416.800.2193
2dhouse.com



Executive Assistant/Office Manager

Qualifications

- 2+ years experience in administration, executive support, or office management
- Excellent verbal and written communication skills
- Organized, proactive, and detail-oriented with strong time management skills
- High level of discretion and professionalism
- Proficiency with Google Workspace (Docs, Sheets, Calendar, Drive) and Adobe Acrobat
- A proactive, resourceful attitude and a collaborative mindset
- Experience in film, media, or production environments is an asset

What We Offer

Start date: Position available immediately

Job Type: Full Time

Location: 230 New Toronto Street, Unit 1, Etobicoke, M8V 2E8

Compensation: \$60,000/year

Optional benefit packages and matched RRSP contributions available after three months of employment.

2D House Inc. is a growing business that continually strives to adapt to an ever evolving industry. We offer a variety of internal growth, learning and team building opportunities to our staff including multi-departmental training, assistance with passion projects and company wide extra curriculars.

Please send your resume and CV to **hr@2dhouse.com**, with the subject line 'Executive Assistant/Office Manager'. While 2D is an equal opportunity employer only prospective candidates will be contacted.

Thank you for your consideration.

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