



ODYSSEY^{3D}
create the ultimate open house

Internal Success Coordinator

Odyssey3D Inc.
Suite 215, Bergeron Centre for Engineering Excellence
11 Arboretum Lane, M3J 1P3

How to apply:

1. Find it on <http://www.odyssey3d.ca/3d-model/hustlersonly/>
2. Password hint (case sensitive): check out our website's About Us page
3. Finding the job application hint: review all content and product features on the 3D model

Good luck!

About Odyssey3D:

Odyssey3D uses leading-edge technology to showcase physical spaces in the most realistic way possible through virtual reality – so anyone can explore the space online. We help realtors and real-estate based businesses stand out from competition and enhance engagement. Odyssey3D has serviced hundreds of properties and works with the top realtors in the GTA. Overall, we are on a quest to enable real-life opportunities to be accessible to anyone online.

This start-up was named the winner of The Schulich School of Business at York University's 2016 Start-Up Day. Check us out at www.odyssey3d.ca for more info.

Job Details

Would you like to become part of a growing start-up that works with the latest VR technology with the goal of making real-life opportunities accessible to anyone online?

We are looking for someone who loves the entrepreneurial environment and can reliably handle supporting tasks assisting the executive team of a fast growing start-up. Essentially, your main responsibility is to make our clients and your executive team successful!

Your major tasks will be delivering daily virtual tours, assisting our clients with customer support over email and phone, and assisting the management team with any important tasks.



Responsibilities :

- Work closely with the executive team to provide general administrative and organizational support
- Assist clients over email and phone with bookings and service requests
- Help optimize, automate, and delegate related operational tasks
- Prepare, compose, and initiate correspondence, presentation material, reports and other documents
- Invoice generation
- Arrange meetings, special events, and conferences;
- Work independently to perform advanced, diversified, and complex administrative duties
- Note taker for meetings
- Facilitate the training of future assistants/interns
- Design Media Assets: design banners, logos, infographics, signs, flyers, posters, website graphics, and other assets as needed

What you get out of it:

- Opportunity to be a part of a growing business and work in a start-up environment
- Flexible location (you can work from wherever you want)
- Covered corporate retreats and events (camping, cottaging, hikes, etc.)
- We will take you with us for our yearly Work Abroad missions
- You will be cross-trained in different business departments: Sales & Marketing, CRM, Operations, etc.
- Work beside leading tech entrepreneurs of the B.E.S.T. Lab accelerator and winners of the 2016 Schulich Startup Day Pitch Competition
- Opportunities to meet and receive mentorship from our board of advisors including:
 - **Colin Lynch:** Past Harvard MBA, Mickinsey & Company, Morgan Stanley, and Head of Global Real Estate Investments at TD Greystone Asset Management
 - **Sahil Jaggi:** Real Estate Investor and Builder with a \$10MM personal asset portfolio
 - **Andrew Maxwell:** Bergeron Chair in Technology Entrepreneurship
 - **Chris Carder:** Schulich Entrepreneur in Residence & CCO of Kinetic Cafe
- Mentorship from the founders of Odyssey3D to help you expand your network and land your dream job
- Build your experience on real-life projects in a fast-paced start-up environment



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Requirements:

- Positive attitude, energetic approach, and get-it-done mentality
- Outgoing culture builder - help build a strong, fun, and inclusive office
- Experience with customer service and client management
- Experience with Lightroom, Premiere, and Adobe Suite
- Own a high-performance laptop (required for regular rendering/editing as well as uploading/downloading photos or videos)
- Excellent communication skills (oral and written)
- Staying reachable off-hours to help with urgent start-up tasks

Assets:

- Graphic design experience
- Design/Photography/Editing Portfolio
- Experience with Google Suite products
- Live in Toronto and have a valid G license and a car
- Previous experience in a similar role
- Experience dealing with confidential information regarding high profile executives
- Experience in sales and customer service roles

Contract Details:

- One Year contract (with a 3-month probation period)
- Work location - flexible
- Salary Range: \$30,000-40,000
- Opportunities of a raise and/or stock options after first year review

Further Information:

- About the [Founders](#)
- About the [CEO](#)
- About our advisors:
 - [Sahil Jaggi](#)
 - [Colin Lynch](#)