

EXECUTIVE ASSISTANT JOB DESCRIPTION

General Duties:

The Executive Assistant provides administrative support to the President. To be successful in this position, the candidate must be results oriented and have the demonstrated ability to effectively prioritize workflow.

Primary Responsibilities:

- Co-ordinate the President's schedule, appointments, reservations and travel arrangements.
- Organize meetings involving multiple senior executives.
- Greet clients and visitors to the executive office.
- Plan, organize and co-ordinate functions and special events for the President's clients.
- Assist with the preparation of business presentations including text, overheads and electronic presentations.
- Prepare and/or edit internal and external letters, faxes, memos and mass emails.

Ideal Skills and Qualifications:

- ✓ A Bachelor's degree or equivalent combination of education and experience
- ✓ Previous experience in a senior administrative position
- ✓ Legal, mortgage and/or real estate experience are definite assets
- ✓ Strong PC skills i.e. Word, Excel, Power Point and MS Outlook
- ✓ Extremely detailed oriented
- ✓ Proven ability to effectively prioritize work flow
- ✓ Excellent interpersonal, written and oral communication skills
- ✓ Ability to exercise good judgement, show initiative and be proactive
- ✓ High standards of ethics and confidentiality to handle sensitive information