

About Magnum Projects Ltd.

Since 1991, George Wong and the Magnum Projects' team have established an impeccable track record. Across the Lower Mainland, Magnum Projects Ltd. has consistently delivered impressive results for developers and purchasers.

A rigorous, market-driven approach, efficient, effective, marketing programs and highly personalized sales techniques combine to create demand and maximize return on marketing investment.

Magnum Projects is home to some of the most exceptional real estate professionals in the industry. From initial land acquisition and project development to after sales service, Magnum has experienced industry specialists to help ensure the success to (of) any project.

Position Overview

As the **Executive Assistant to the Principal** you will be providing administrative, scheduling and communications support to our Principal on a day-to-day basis.

You will be acting as a primary contact for internal and external parties on all matters pertaining to the Principal, including acting as a liaison between the Principal and Magnum's Senior Management team and clients.

A critical outcome of this position will be to anticipate our Principal's needs, take ownership of his schedules, proactively relieve him of administrative tasks, keep him organized and internally connected so he can better focus on the strategic priorities at hand.

Position's Responsibilities

This position reports to Magnum's Manager of Operations although you will be working directly with our Principal. You will spend roughly 80% of your time in this capacity with the remaining 20% of your time supporting other members of the executive team.

Business duties include:

- Managing the Principal's complex schedule and coordinating activities that require his presence or involvement, both in and outside the office.
- Assisting with various meetings, scheduling, handling logistics of meetings
- Organizing, prioritizing and appropriately handling time-sensitive, confidential information and requests. Being proactive, taking action and having the necessary follow through.
- Completing critical aspects of deliverables with a hands-on approach, including drafting acknowledgement letters, personal correspondence, and other tasks that facilitate the Principal's ability to effectively lead the company

- Prioritizing conflicting needs and requests by handling matters expeditiously and proactively in a diplomatic manner.
- Providing travel arrangements
- Providing administrative and event support to key members of our Sales team as needed.
- Providing administrative and office management support to Magnum's Manager of Operations.
- Additional, non-business related duties will include:
- Managing the Principal's rental properties – including dealing with tenant, property management, depositing and tracking rent payments.
- Coordinating and liaising schedules with the Principal's driver and household staff.
- Performing miscellaneous personal support tasks as requested by the Principal including scheduling personal appointments, printing, copying and mailing documents, making follow up phone calls, sending emails and other correspondence.

Qualifications

The proven ability to remain gracious under pressure and work well within a closely-knit group of peers in a fast-moving environment is a must.

A high-level of integrity and discretion in handling confidential information and professionalism in dealing with senior professionals inside and outside the Company is imperative.

Having great organization skills and the ability to switch gears at a moment's notice will ensure your success.

Possessing a sixth sense when it comes to balancing competing priorities and the diplomacy skills to compassionately manage different personalities will make all the difference.

Additional desired qualifications sought include:

- A positive attitude and a team player mentality on a daily basis.
- Expert skills in calendaring through Microsoft Outlook. Proficiency with MS Office Suite, including Word, Excel, PowerPoint, and Outlook.
- Willingness and ability to work effectively with members at all levels within the company. Strong work ethic in doing what it takes to get the work done.

- No matter what the task, you must have ability to research, follow-up and find a solution or someone else who can.
- Ability to exercise initiative, problem solving, and decision-making.
- Excellent communication, organizational and time management skills.
- A minimum of 5 years' previous work experience, with at least 2 years in an Executive Assistant capacity.
- Prior real estate experience is a plus.
- Fluency in a second and third language is a plus.

What We Offer

From waterfront luxury to first time buyers, we set the standard for project marketing success. Join our team and work with the very best in the industry. We offer:

- Competitive Compensation
- Medical, Dental Coverage
- Life Insurance
- Long-term disability
- Company sponsored events
- Opportunities for personal and professional growth
- Bonus

Application Information

Please submit your CV and a cover letter to asha@magnumprojects.com along with the names and contact information for 2 references. We will handle your application with the utmost confidentiality and will not contact your references until we have spoken with you first.