

EXECUTIVE ASSISTANT/OFFICE MANAGER



WHO WE ARE

Panatch Group is a family owned group of companies focused on real estate investment, development and management. We are vertically integrated with in-house roles responsible for the execution of the companies' activities including construction, leasing, sales and marketing. We are a small team focused on doing work we are proud of and always doing the right thing. With over 20 years experience in the industry, and current projects ranging in scope from \$25M - \$250M, Panatch Group is a group of companies with great opportunity for growth. We offer a collaborative and dynamic work environment with flexibility to ensure a healthy work-life balance.

WHAT WE PROVIDE

- A collaborative, fun and dynamic work environment with flexibility to ensure a healthy work-life balance.
- Salary commensurate with experience and the opportunity for performance bonuses. We reward loyalty, collaboration and ingenuity and are looking to hire someone that will grow with the company (both professionally and financially).

WHAT WE ARE LOOKING FOR

We are looking for a highly professional, experienced executive assistance/office manager to join our growing team. This position will provide administrative support and assistance to Kush Panatch, the company president as well as provide general office support to our team. An ideal candidate for this position is resourceful, a self-starter, has a high degree of attention to detail and is comfortable with the fast-paced nature of a small office. We are seeking a candidate who is calm under pressure and has the determination to follow through on projects and assignments.

QUALIFICATIONS

- Minimum five years' experience in a senior administrative role
- Post-secondary degree from a recognized institution
- Highly organized with exceptional multitasking abilities and meticulous attention to detail

- Ability to work in a fast-paced environment
- Excellent command of the English language
- Superior communication skills, both oral and written
- Ability to comprehend and manage business contracts and other complex documents
- Strong MS Word, Excel and Outlook skills
- Ability to work on complex projects with general direction and minimal guidance in a team environment
- Excellent judgement and decision-making abilities
- High degree of honesty, integrity, and ability to maintain confidential information

NOTE: Experience in either Real Estate or Construction is a major asset.

CORE RESPONSIBILITIES

- Managing office operations, files, records and supplies
- Composing memos, letters and reports
- Faxing, photocopying, arranging couriers and mailing materials
- Follow up on telephone & email inquiries and responding as appropriate
- Scheduling and coordinating calendar appointments
- Preparing meeting agendas and recording minutes from meetings
- Assuring discreet handling of all company business
- Expense tracking
- Managing office supplies, provisions and administering certain office service contracts
- Assisting with event planning and execution when required
- Other duties as required

We understand that job hunting can be a delicate process – we assure you that the interview process will remain completely confidential. To apply, please kindly submit your resume and cover letter in PDF or MS Word format, quoting the name of the position in the subject line to Eshleen Panatch: eshleen@panatchgroup.com This posting will remain open until filled. We thank all candidates in advance, but only qualified candidates will be contacted.