



HOLLYBURN
PROPERTIES LIMITED

Position Description

Job Title: Executive Assistant

Reports To: Director

Position Summary

The Executive Assistant contributes to Hollyburn's goals by providing a wide range of administrative support to Directors by arranging for implementation of directives from executives and by coordinating administrative projects. In addition, you will also provide personal assistance which may include correspondence, travel arrangements, errands, scheduling and bill payments.

Key Duties and Responsibilities

- Provides confidential administrative support to Director(s) and General Manager as required;
- Monitors and responds to emails;
- Manages and maintains schedules, appointments, booking and arranging travel, transport and accommodation
- Arranges and coordinates meetings and events;
- Prepares and edits correspondence, communications, presentations and other documents;
- Records, transcribes and distributes minutes of meetings;
- Files and retrieves documents and reference materials;
- Answers and manages incoming calls and correspondence; acting as a first point of contact
- Acts as the liaison between Directors/Shareholders and the Operations team;
- In the Director(s)'s absence, ensures that requests for action and information are relayed to the appropriate staff members
- managing diaries and organizing meetings and appointments, often controlling access to the Director
- reminding the Director of important tasks and deadlines
- ensuring Director has all necessary materials for meetings/travel
- managing databases and filing systems
- collating and filing expenses
- implementing and maintaining procedures/administrative systems
- Participates in special projects as required;
- Working outside of regular business hours will be required;

- Performs any other duties and responsibilities as assigned.

Knowledge, Skills and Abilities

- Minimum 2 years Executive Assistant experience supporting a Senior Executive;
- Experience in the construction / property management and/or commercial real estate industry is an asset.
- Expert level computer skills and Microsoft Office skills, including but not limited to Word, Excel, PowerPoint and internet applications;
- Advanced knowledge of MS Outlook, including multiple calendar management and being comfortable dealing with multiple time zones;
- High level of professionalism, customer service, energy, speed and accuracy;
- Strong organizational and planning skills with a proven ability to effectively prioritize work flow;
- Resourceful, with the ability to prioritize, multitask and meet deadlines with minimal supervision;
- Exercises independent judgment, discretion and diplomacy;
- Thrives in a dynamic ever-changing environment;
- Excellent interpersonal skills and a proven track record for being a strong team player;
- Results oriented with strong attention to detail and accuracy, even as priorities change and urgencies intervene;
- Demonstrates commitment to customer service excellence;
- Adheres to organizational policies and procedures;
- Previous experience conducting research;
- Previous experience proof reading and editing documents;
- Takes initiative and is a self-starter;
- Ability to respect confidentiality of information;
- B.A., B.Sc., or a B.Comm. degree is preferred.

If you are interested, please submit your resume and salary expectations to careers@hollyburn.com. We thank all those who apply, but only qualified candidates may be contacted.