

Executive Assistant

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.

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 engineer to join our growing team. This position will provide administrative support and assistance to Kush Panatch, the company president. 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
- Real Estate experience is required
- Highly organized
- Exceptional multitasking abilities and meticulous attention to detail
- 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

CORE RESPONSIBILITIES

- Follow up on telephone and email inquiries and respond appropriately
- Compose memos, letters and reports
- Schedule and coordinate calendar appointments
- Fax, photocopy, arrange couriers and mail materials
- Prepare meeting agendas and record minutes from meetings
- Assure discreet handling of all company business
- Expense tracking, data entry, invoice processing & account requisitions
- Set-up and maintain filing system
- Assist with event planning and execution when required
- Provide additional administrative support
- 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 Sarah Knowles: sarah@panatchgroup.com This posting will remain open until filled. We thank all candidates in advance, but only qualified candidates will be contacted.