
Executive Assistant to the COO

ABOUT SHAPE

SHAPE is the real estate investment, development and management company leading some of the largest and most exciting projects in North America including The Amazing Brentwood and The City of Lougheed in Metro Vancouver. SHAPE manages over 4M sq.ft of commercial space, over 800 units of rental residential and over \$1 Billion of development projects currently under construction.

Through our fully integrated platform, SHAPE specializes in complete neighbourhoods with a top-calibre mix of shops, restaurants, residences, entertainment, and a complete range of daily services with transit connected. With a thoughtful approach and continuous pursuit of innovation, we think differently to ensure our projects are relevant and dominant for the future of real estate.

ABOUT THE ROLE

Reporting directly to SHAPE's Chief Operating Officer, the Executive Assistant will effectively manage and represent the office of the COO. This is a role for a highly motivated and organized individual who can effectively multi-task while operating in an incredibly fast-paced environment. We are searching for an individual who has a strong aptitude for numbers, who can think critically, exercise discretion and judgement, and grow into a position to represent the COO with professionalism while adding value to the role and the organization.

This role requires a resourceful, friendly, energetic person with high integrity who can think independently and is confident in their decision-making capabilities. Clear strengths in execution and communication are paramount, as is the ability to build trust and demonstrate high EQ in dealing with internal and external stakeholders. The right candidate will have opportunities for growth and advancement, while educating themselves across a wide range of functions in a thriving real estate company.

Primary Job Responsibilities

- Assist prepare, draft, edit and revise various correspondence which may also include proofreading, editing, and formatting various forms of draft correspondence prepared by other staff for the COO's review
- Anticipate information needs and compiling information packages for meetings
- Review and understand budgets, disseminating important information as needed
- Schedule follow-up meetings as needed, set deadlines for meeting items discussed, and keep the COO updated with the status of various outstanding business items
- Manage COO's inbox ensuring documents are signed in a timely manner, keeping both physical document inbox as well as virtual email inbox organized and efficient
- Follow up on telephone and email inquiries and respond as appropriate
- Assist in keeping COO's physical working environment tidy and organized

- Liaising with senior staff to ensure appropriate information/briefing materials are prepared for the COO on key items
- Establish relationships with internal and external stakeholders and facilitate communication between the COO and other members of the organization
- Understand the responsibilities and motivations of the organization's goals and objectives and act as an extension of the COO
- Compose and send outgoing correspondence and teamwide communication on behalf of the COO
- Exercise discretion in the management of highly confidential and time-sensitive documents in a professional and confidential manner
- Identify areas of process improvement and create efficiencies within the role and company
- Organize itineraries, meetings & events: coordinate and schedule meetings, boardrooms, site visits, presentations, catering, lunches, and dinners. Maintain meeting schedules and circulate related files and documents in a timely manner. Attend meetings when COO is unable to and report back with meeting minutes and action items.
- IT: Assist with email archiving, and data storage. Manage IT needs for COO including updating contacts, software, and installing new apps etc.
- Maintain professional and technical knowledge by attending educational workshops; reviewing professional publications; establishing personal networks; participating in professional societies and exploring opportunities where the organization may further excel

Qualifications

Required Knowledge, Skills, and Abilities

- Strong numerical aptitude
- Exceptional written and verbal communication skills with an ability to articulate ideas in a clear and concise manner
- Ability to make thoughtful decisions independently and provide solutions to challenging scenarios
- Enthusiasm, positivity, and energy with a desire to succeed
- Meticulous attention to detail, and an understanding of high productivity and expectations of output
- Proactive, conscientious, and reliable accomplished problem solver
- Uncompromised ethics and integrity with an understanding of the importance of confidentiality
- Display service excellence when dealing with internal and external clients and partners
- Ability to think critically and look beyond the immediate task

Required Training and Experience

- 3+ years previous experience in an administrative role
- Experience in the real estate industry an asset
- Completion of post-secondary education in a related discipline an asset
- Strong competency with Microsoft Suite (Word, Excel, Outlook, PowerPoint) and Adobe

Working Conditions

Based at our corporate office, located in downtown Vancouver, the successful candidate may expect a comfortable and collaborative work environment in a modern office setting. Due to the nature of the role, the Executive Assistant will be required to travel at times to different locations including projects within SHAPE's portfolio.

To apply, please visit our website at <http://shapeproperties.com/careers>