



Executive Assistant \$80 to \$90K

This dynamic, fast-paced and highly successful professional services firm is looking for someone to provide superlative executive administrative support to a Partner, and to act as backup for the other EA's on the team.

The role will involve the traditional EA responsibilities such as calendar and email management, travel and complex meeting scheduling, but is definitely not a typical EA position. This is a client-facing role, involving project management, business communication and workflow as well as document management. The position is an integral part of the team, and provides backup to other Executive Assistants when needed.

The requirements include

- a minimum of 5 to 7 years Executive Assistant experience in a corporate business environment (professional services preferred);
- comfortable dealing with "C Suite" level;
- a demonstrated eye for proofreading, fact checking and detail;
- the ability to wear many hats and juggle multiple priorities without "dropping any balls";
- proven confidentiality and independent thinking skills;
- a willingness to explore new approaches to doing things and;
- experience in a client services environment.

Superior technical skills (MS Office with strong PowerPoint), exceptional written communication skills, poise and flexibility are all needed.

This is an opportunity to be an integral part of a highly respected, thriving and growing firm and to make a difference. There are competitive benefits, including health/dental and RRSP.

Please email your resume to our recruitment consultant Catherine Wilson at cwilson@profileconsultants.com and quote reference number CW-947P, accompanied by a cover letter outlining why you are interested and qualified for this position.