



Senior Executive Assistant \$75K+

This dynamic, fast-paced and vibrant management consulting firm is looking for someone to provide superlative administrative support to a senior consultant.

The role will involve the traditional EA responsibilities such as busy calendar and email management, travel and complex meeting scheduling, but will also include a project management component, substantive stakeholder and client-facing interaction, and lots of documentation.

This position is an integral part of the team, and provides backup to other Executive Assistants.

The requirements include:

- a minimum of 5 years Executive Assistant experience, supporting senior level executives (C Suite, SVP, Pres, etc.) in a corporate business environment (professional services, consulting, legal preferred);
- a demonstrated and keen eye for detail;
- the ability to wear many hats and juggle multiple and competing priorities without “dropping any balls”;
- proven confidentiality and independent thinking skills;
- a willingness to explore new approaches to doing things, and a stable employment history.

The successful candidate will be highly organized and comfortable in an extremely busy, dynamic, demanding, fast-paced and fluid environment.

This is an opportunity to be an integral part of an exceptional, supportive and growing firm.

Please email your resume to recruitment consultant Catherine Wilson at cwilson@profileconsultants.com and quote reference number CW-939P.