



Senior Executive Assistant

We are seeking a strategic, autonomous and highly professional Senior Executive Assistant to support the C-Suite Executives in prioritizing and meeting strategic goals and objectives.

About the role

As the Senior Executive Assistant, you will be responsible for:

- Maintaining confidentiality and discretion in all C-suite matters, recognizing that you represent and are entrusted with the reputation of the firm's leadership.
- Conducting yourself with the utmost courtesy, respect, and decorum at all times, including the wearing of suitable professional attire.
- Managing incoming correspondence and communications as requested on behalf of the executives and taking appropriate action.
- Proactively maintaining executives' calendars by planning and scheduling meetings, conferences, teleconferences, and travel; balancing competing priorities in a way that ensures effective use of executive time.
- Managing selected executive projects and following up on results.
- Welcoming guests and customers at all levels of seniority, by greeting them in person or on the telephone; answering or directing inquiries.
- Preparing and managing reports, meeting materials, and other communications in a way that is professional and reflective of the firm.
- Proofreading, editing, and revising written materials to the highest standard; liaising with marketing as required for graphics and branding.
- Managing executive files including digital and hard copy; coordinating the signing of documents and contracts as required.
- Distributing financial statements to internal and external stakeholders.
- Maintaining the investor contact base.

About you

You:

- are mature and pleasant with a professional demeanor.
- can effectively prioritize and execute multiple tasks in an occasionally fast-paced environment while remaining calm.
- have excellent written and verbal communication skills including the ability to prepare well-written and articulate correspondence on behalf of the executives.
- are highly organized and able to bring order to confusion.
- are flexible with the capacity to embrace frequent change, and to assist in change management.
- have 10 years of experience as an executive assistant to a senior executive.
- have strong written and verbal communication skills.
- have excellent organizational, filing, office and phone skills.

- are experienced and knowledgeable with MS Office suite including Word, Excel, Powerpoint and Outlook.
- are able to produce a clean criminal background check.

About us

We:

- empower our people to strive for creativity, uniqueness, and distinction.
- are driven by values of Integrity, Commitment, Innovation, Attention, Balance, Gratitude, and Leadership.
- have a Commercial portfolio of over 2million sf existing portfolio plus additional development potential of over 2 Million sf.
- are actively pursuing portfolio growth opportunities.
- have been shaping real estate in Ottawa for over 60 years.
- are proud of our fun and professional environment that promotes and rewards learning, development, and success.

We offer a dynamic opportunity with an attractive base salary and benefits. Should Regional Group and this position be a good match for you, please email your cover letter and resumé to: recruiting@regionalgroup.com.

If you are an applicant with disabilities and require accommodations, please let us know in advance so that we may arrange for their provision.