



## Executive Assistant

We are seeking an experienced Executive Assistant to support the C-Suite Executives in prioritizing and meeting strategic goals and objectives.

### About the role

As a member of the administrative support team, you will:

- Maintain confidentiality and discretion in all C-suite matters, recognizing that you represent and are entrusted with the reputation of the firm's leadership.
- Conduct yourself with the utmost courtesy, respect, and decorum at all times, including the wearing of suitable professional attire.
- Manage incoming correspondence and communications as requested on behalf of the executives and take appropriate action.
- Proactively maintain executives' calendars by planning and scheduling meetings, conferences, teleconferences, and travel. Balance competing priorities in a way that ensures effective use of executive time.
- Manage selected executive projects; follows up on results.
- Welcome guests and customers at all levels of seniority, by greeting them in person or on the telephone; answering or directing inquiries.
- Prepare and manage reports, meeting materials, and other communications in a way that is professional and reflective of the firm.
- Proofread, edit, and revise written materials to the highest standard; liaise with marketing as required for graphics and branding.
- Manage executive files including digital and hard copy; coordinate signing of documents and contracts as required.
- Distribute financial statements to internal and external stakeholders.
- Maintain the investor contact base.

### About you

You have/are:

- 10 years of experience as a personal assistant or executive assistant to a senior executive
- Strong written and verbal communication skills
- Excellent organizational, filing, office and phone skills
- Experienced and knowledgeable with MS Office suite including Word, Excel, Powerpoint and Outlook
- 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.
- Our mandate is to deliver turn-key simplicity by offering real estate stakeholders a comprehensive management package designed to maximize asset value and net operating income
- we professionally manage over 2,000 residential/condominium units and 2.3 million square feet of commercial, industrial, and retail space.
- 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](mailto: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.