



## Project Coordinator – C-Suite

We have a unique opportunity that will place you into a world of unparalleled career growth as a Project Coordinator for our Executive Team. You will oversee the C- Suite Executive projects to ensure that strategic goals and objectives are met in an organized, efficient, and timely manner. By collaborating directly with top executives, you will seamlessly orchestrate and optimize workflows, ensuring efficient and smooth-running projects from start to finish. Harness your expertise to drive productivity, eliminate bottlenecks, and maximize resources, leading to unparalleled success.

You need not have years of Project Management experience but must be extremely organized, a clear communicator, detail-oriented, and embrace the challenge of balancing competing demands while maintaining unwavering focus and delivering exceptional results.

## About the role

Your key accountabilities will include:

- overseeing the project management of key executive projects to ensure they are tracked, filed, and delivered.
- ensuring the Project Management software information and deliverables are updated.
- attending C-Suite meetings and documenting take-away, notes, and accountabilities.
- following up on key project accountabilities.
- preparing presentations for C-suite projects.
- effectively managing executive time, meetings, files, emails, projects, and travel.
- proactively maintaining executives' calendars by planning and scheduling meetings, conferences, teleconferences, and travel.
- proofreading, editing, and revising written materials to the highest standard; liaising with marketing as required for graphics and branding.
- managing written and verbal communications on behalf of C-suite executives.
- managing confidential information and files, both digital and hard copy; coordinating signing of documents and contracts as required.
- liaising with other executives and their assistants on behalf of the C-suite.
- maintaining professionalism, confidentiality, and discretion in all matters, recognizing that you represent and are entrusted with the reputation of the firm's leadership.

## About you

You have/are:

- mature, pleasant and have a professional demeanor.
- self-motivated with the ability to effectively prioritize and execute multiple tasks in an occasionally fast-paced environment while remaining calm.

- excellent written and verbal communication skills including the ability to prepare well-written and articulate correspondence and presentations on behalf of the executives.
- highly organized and detail oriented, able to bring order to confusion.
- flexible and embrace frequent change.

## 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 3 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](mailto:recruiting@regionalgroup.com).

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