

JOB POSTING - SR. ADMINISTRATIVE ASSISTANT (EAST HARBOUR)

First Gulf – East Harbour

When it comes to the development of office, mixed-use, retail and industrial properties, First Gulf is a proven market leader with more than \$4-billion in developed assets. Offering development, construction, leasing, finance and property management expertise, we provide clients with unique and exciting market opportunities. Within the Greater Toronto Area alone, our team has recently completed development and construction of more than two million square feet of premier, LEED®-certified office space, with another one million square feet currently under construction. First Gulf also currently manages over four million square feet of fully-operational buildings.

East Harbour is a transformative city-building project that will help drive the future growth of Canada. Located on the east edge of downtown Toronto, this 60 acre, 12 million square foot development will eventually be home to over 70,000 office workers, anchored by 2 million square feet of retail and entertainment space and a multi-modal transit hub.

Opportunity

We are seeking an experienced administrative professional to become part of and support the East Harbour team. This includes scheduling meetings, managing calendars, proofreading and formatting correspondence, and taking minutes at team meetings. The role may also include reception and office management duties as the team transitions into a dedicated space (this is in process). Initially the East Harbour team will consist of approximately eight people. However, the project and team and currently in a growth phase so circumstances may change quickly.

This is an exciting opportunity to get involved at the beginning of the largest commercial development in Canada and includes tremendous opportunities for career growth.

What you will be doing:

- Become a key member of the East Harbour team, with responsibility to provide administrative support to the East Harbour team.
- Once a permanent office location is confirmed, assist in getting the office set up and operating effectively.
- Provide administrative support to a team of approximately 8 professionals including setting up meetings, managing calendars and contacts, proofreading and formatting correspondence, managing boardroom bookings, preparing and submitting reports (e.g. expenses), and generally keeping the office organized.
- Working with project managers, set up and manage purchase orders for consultants, and organize and manage the review and sign-off of invoices.
- Create and manage a filing system for paper records and general management of office.
- Organize larger meetings and project tours, including organizing appropriate refreshments/catering, and attending on-site if required to manage logistics and set up presentations.
- Contribute to ongoing reporting for senior management and project partners.
- General duties, as assigned.

What are we looking for?

- 5 years of experience as an administrative assistant.
- Very strong systems experience: MS Office, PowerPoint, Excel and Word.
- Problem solving skills, and the ability to work in a dynamic environment.
- Real Estate experience is an asset.
- Experience and willingness to work with and support a high performance team.

- Candidates must demonstrate strong sense of urgency, very strong communication skills (verbal and written), have a positive attitude, pro-active approach, strong work ethic, work in a team setting, be professional and diplomatic, and have an ability to lead and adapt.
- Strong belief in continuous learning and utilizing all new knowledge and skills on the job. Be resourceful.
- Strong organizational and time management skills to meet or exceed assigned deadlines.
- Flexible and be willing to work after hours (ie. to attend events, public meetings, etc.).
- Thrive in a position that will allow you to make a significant contribution to the ongoing growth and profitability of the Company's operations.
- Must have a vehicle.

What do we offer?

- Industry competitive compensation package, inclusive of group benefits, company incentives and vacation entitlement.

If you are interested in joining our dynamic team, please feel free to send your resume, in confidence, to Aggie Wengle, Human Resources Manager at careers@firstgulf.com.

We thank all interested candidates, however, only applicants selected for an interview will be contacted.