

FIRST GULF

JOB POSTING - EXECUTIVE ASSISTANT (MATERNITY LEAVE) – DEVELOPMENT & CONSTRUCTION

First Gulf

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.

Opportunity

We are seeking an experienced executive administrative professional to become part of and support Sr. Vice President of Development & Construction, Director of Construction Operations, Director of Development and Director of Contracts & Project Services.

This is an exciting maternity leave (13 months) opportunity for an experienced administrative professional that strives on keeping busy and providing professional support to very busy senior level executives.

What you will be doing:

- Provide confidential personal assistance to Sr. Vice President, Development & Construction which consists of the following duties:
 - Prepare monthly expense reimbursement forms;
 - Submit and manage benefits claims;
 - Arrange international and domestic travel;
 - Maintain confidential business files, including personnel files;

- Provide confidential professional/ business assistance to Sr. Vice President, Development & Construction, Director of Construction Operations, Director of Development and Director of Contracts & Project Services, which consists of the following duties:
 - Produce information by transcribing, formatting, inputting, editing, retrieving, copying and transmitting text, data and graphics for various project documents (ie. RFP's, LOI's, agreements/ contracts, correspondence, memoranda, meeting minutes and PowerPoint presentations.
 - Conserve executive's time by reading, researching and routing email and ordinary correspondence; drafting letters on behalf of executive; collecting and analyzing information;
 - Prioritizing executive's daily schedule (calendar management) and files;
 - Maintain executive's busy schedule by planning meetings, conferences, business events, teleconferences and making travel arrangements;
 - Preparing executive for meetings;
 - Welcoming guests, clients and consultants in a professional manner;
 - Maintaining confident and protect operations of business by keeping information confidential;
 - Maintaining of project files, including filing and keeping executive organized by managing incoming emails and mail;
 - Act as point of contact with clients, consultants, executives and staff;
 - Liaise with other executive assistants and executives when scheduling meetings;
 - Provide ad-hoc additional administrative support, as required;

- Carry out any other general administration and assistant duties as required by Sr. Vice President and/or Human Resources Manager;

What are we looking for?

- A minimum of 8 years of experience as an Executive Assistant within construction industry.
- Experience supporting senior level executives within the construction industry, is an asset.
- Very strong systems experience: MS Office, PowerPoint, Excel and Word.
- Excellent written and verbal communication skills are essential.
- Ability to demonstrate a high level of confidentiality and discretion at all time.
- A Team player and personal impact, self-motivation, attention to detail, organized and personable.
- Problem solving skills, and the ability to work in a dynamic environment.
- Ability to work on own initiative.
- You must demonstrate strong sense of urgency, have a positive attitude, pro-active approach, strong work ethic, be confidential, work in a team setting, be professional and diplomatic, and have an ability to lead and adapt.
- Strong organizational and time management skills to meet or exceed assigned deadlines.
- Flexible and be willing to work after hours, if required.
- Thrive in a position that will allow you to make a significant contribution to the ongoing growth and profitability of the Company's operations.

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 Wawarczyk, Human Resources Manager at careers@firstgulf.com.

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