



STRATHALLEN

Position Title:	Senior Executive Assistant
Reports To:	Chief Operating Officer
Location:	Head Office - Toronto, Ontario

About the Company:

Strathallen is a fully integrated Canadian real estate management company, with over \$1.2 billion in assets under management. Founded in 2003 by seasoned real estate executives, Strathallen provides asset management, property management and strategic advisory services to institutional and high net worth investors. The Company currently manages and operates four private closed-end funds, with the mandate to strategically acquire and dispose of quality retail investments and deliver industry leading risk-adjusted returns. Strathallen provides investors with confidence through co-investing and incentive fee arrangements. The Company is supported by; in-house asset management, property management, financial, leasing and development teams. Strathallen specializes in creating value in opportunistic property investments on behalf of institutional clients. Strathallen's culture supports a diverse team environment where our leaders are dynamic, and our employees work in a collaborative mindset; we respect the people we work with and for, and we encourage an entrepreneurial spirit. For more information on Strathallen, please visit www.strathallen.com.

About the Position:

We are looking for an energetic and enthusiastic candidate to join Strathallen as a **Senior Executive Assistant** at Strathallen Capital Corp. for an 18-month contract. This position offers an excellent opportunity for an individual to grow and add value to a supportive, expanding company.

Main Responsibilities

Executive Assistant duties:

Manages and assists the Executive Team within the Company by:

- Interacting daily with internal and external c-suite executives as well as investors
- Handling information of a highly confidential and critical nature
- Manage and maintain control of Executive Team calendars by coordinating and scheduling appointments and meetings; reserving facilities; obtaining, distributing, and/or assembling supporting material
- Coordinating complex, international and domestic personal and business travel arrangements and prepare itineraries
- Organizing and expediting the flow of work through the executive office and initiate follow up action as required
- Compile, research and execute on upcoming events, meetings and other projects as requested
- Maintaining corporate records of Investor resolutions and minutes of Investor meetings
- Assisting in preparation of reports and pitch books regarding business development and quarterly reporting
- Preparing agendas for Executive Team, as necessary

- Preparing expense reports from receipts and credit card statements
- Personal work as requested by Directors & Executives
- Assisting with various new projects as required
- Coordinating invoice payment through credit cards of executives
- Other duties as assigned

Shared Admin Duties:

- Setting up boardroom and meeting rooms for internal & external meetings (laptop, tv, phone, refreshments, etc.)
- Book/mark the calendar and ensure that all pertinent meeting materials are available & set-up
- Front desk duties as required
- Maintaining kitchen areas: including all equipment's & kitchen cabinets
- Cleaning, loading & unloading dishwashers 2-3 times daily
- Maintaining inventory for kitchen supplies, re-filing, and placing kitchen and office orders as necessary
- Maintaining and re-filling postage machine as needed
- Maintaining photocopiers: changing toner cartridge, loading paper, service calls, etc.
- Other duties as assigned

Other Additional Duties:

- Assist in preparation of presentations using PowerPoint and Excel
- Assist the event management team and social committee regarding the Company events
- Assist with organizing in house social functions such as Welcomes, Showers, Sports and Farewell events etc.
- Assist with seasonal decoration for office when required
- Assist in the preparations of quarterly reports
- Other duties as assigned

Qualifications:

- 3+ years of experience and successful demonstration of responsibilities as presented above
- Strong organizational and time management skills with prioritizing and multi-tasking abilities to meet time sensitive deadlines
- Proactive or self-starter attitude
- Open and adaptable to providing all types of support to the office and work as a team member
- Attention to detail and problem-solving skills
- Proficiency in MS Office (Excel, Word, Outlook and PowerPoint) in particular
- Excellent written and verbal communication skills
- Diploma or Bachelor's degree in Business Administration, Office Administration or related field

Please email resumes with cover letter to careers@strathallen.com referring job: Senior Executive Assistant in

the subject line.

Strathallen is a strong advocate for diversity, equity, inclusion and an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race, colour, religion, sex, abilities, age, sexual orientation, gender identity, national origin, veteran status, or genetic information. Strathallen is committed to providing access, equal opportunity and reasonable accommodation for individuals with disabilities in employment.

To request reasonable accommodation during the recruitment process or need any assistance with the application process, please contact Nicole Manuel at 416-479-3183 or nmanuel@strathallen.com.