

Position Title: Executive Assistant

Department: Operations

Close Date: May 30, 2023

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Bousfields Inc. is a pre-eminent planning firm in Ontario with special expertise in planning, urban design, and community engagement. With offices located in downtown Toronto and Hamilton, we have an immediate opening for an **Executive Assistant** in our Toronto office to support our growing team.

The **Executive Assistant (EA)** provides daily administrative support to a partner (s) at the firm, assisting with scheduling and correspondence, managing incoming client requests, preparing materials for meetings, and supporting execution of meetings and team deliverables. The position entails complex administrative and project support duties, and the role requires an efficient, proactive and organized individual who acts as a liaison, problem-solver and improves the flow and productivity of their assigned partner (s). The EA will play a key role in supporting the partner (s) daily administrative workload.

### **Position Responsibilities**

- Provides professional support to assigned Partner (s).
- Manages and monitors calendars and upcoming events. Dispatches meeting invitations, books meeting rooms and arranges for resources and other requirements in support of smooth and efficient meeting facilitation.
- Supports the coordination and implementation of team meetings and events, including minute taking.
- Supports the coordination and implementation of external meetings.
- Assist in project initiation, proposals and budget letters and ongoing project tracking.
- Assist in preparation of materials for hearings such as witness statements, expert duty forms, submissions.
- Document management including arranging for signature of documents, maintaining filing (electronic and paper) and updating electronic databases.
- Prepares and logs partner expense claims and reports.
- Provide professional and expert communication via phone and email.
- Other duties as required.

### **Qualifications**

- Minimum of four years of experience in an executive administrative position.
- The ideal candidate will have experience in a legal, consulting, and/or professional services firm.
- Diploma or certificate in administrative studies or a related program or equivalent experience.
- Proficiency in MS Office365 applications, Outlook, Microsoft Teams, Zoom, Webex required.
- Excellent time management skills and ability to multi-task.
- Builds effective relationships with internal/external stakeholders.
- General office equipment competency.
- Professional, positive attitude, and great team player.
- Excellent communication skills (verbal and written).
- Strong planning and organizational skills, with attention to detail.
- Ability to work independently, take initiative, use sound judgement, and be proactive in taking on new tasks.
- Ability to adapt to a fast paced, growing and changing workplace.
- Ability to prioritize, work well under pressure and manage multiple tasks within time constraints.



- Agile in resolving problems, dealing with unexpected issues, and diligent in following tasks through to completion.
- Integrity and discretion in dealing with confidential information.
- Ability to work flexible hours as needed to support the partner (s).

**If you are interested in this position, please submit your cover letter and resume to [careers@bousfields.ca](mailto:careers@bousfields.ca).** We thank all applicants for their interest, however only those candidates selected for interviews will be contacted.

*Bousfields is an equal opportunity employer which values diversity in the workplace. We are happy to accommodate any individual needs in keeping with the Ontario Human Rights Code and the Accessibility for Ontarians with Disabilities Act. If you require an accommodation in order to participate in the hiring process, please contact us to make your needs known in advance.*