

Real Co Canada is a Practice firm, which recreates all of the job functions in a Canadian business. Your placement is **unpaid** and will allow you to apply your professional skills in a realistic work environment, in order to gain hands on job experience. To find out more about Real Co Practice Firm please visit our website: <http://www.realcocanada.com>



Position	Executive Assistant
Department	Operations
Supervisor	Broker (or senior department role) Will work closely with Executive Senior Partner

Summary

The Executive Assistant is the senior administrative role in the Operations Department, and will be the primary administrative support for the Executive Senior Partner. This role is the primary liaison between the Senior Partners and REAL CO. employees on most operations and related administrative matters. The role provides frontline and administrative support on a regular basis. Tasks and responsibilities are of a general nature that can include the following:

Responsibilities

- Making travel arrangements: booking meetings and appointments, scheduling
- Typing/drafting correspondence and professional documents
- Providing follow-up and conducting research
- Implementing office administration processes and policies and coordinating these practices with management, departments and employees
- General maintenance of office equipment and ordering supplies
- Coordinating and facilitating communications between management, employees, departments, consultants, and other parties as required.
- Performing other reception and administrative tasks and/or delegating tasks, as required.

Required Skills

- Grade 12 or equivalent
- College or university degree/diploma in office administration or related program
- 1-2 years of experience working with senior levels of management and multiple departments
- Knowledge of MS Office or Lotus Notes and typing speed of 40 wpm +
- Friendly and professional with demonstrated communication skills (written/verbal), interpersonal, organizational and multitasking skills
- Able to compromise, tactful, with a positive attitude and always willing to help others
- Flexible, independent, conscientious, reliable and detail oriented
- Excellent knowledge of office administration procedures and/or relevant work experience

"Clients' success is based upon our formula of time management, which consists of 80% business activities and 20% jobs search. Candidates are expected to manage their time to ensure a commitment to job search strategies, business activities and resulting assignments and projects. The Practice Firm experience is only as successful as the effort displayed by the participants. Our program is based on teamwork and cooperation in a mutually supportive environment that emphasizes quality work in a professional setting."