



EXECUTIVE ASSISTANT

Lépine is an industry leader for the development of new luxury residential rental properties. We are leading the way in creating a refreshing standard of living, unique in today's rental markets and we are pushing the boundaries in designing efficient buildings, and building efficiently. We create high value, premium rental properties from the ground up and control every step of the process. This rigorous attention to detail is key to our success.

Reporting directly to the President, Lépine is looking for an accomplished and consummate professional, who is seeking an opportunity to bring your experience, expertise and skills to a fast paced and growing team.

Duties:

- Produces information by transcribing, formatting, inputting, editing, retrieving, copying, and transmitting text, data, and graphics, such as budgeting and accounting reports.
- Conserves executive's time by reading, researching, and routing correspondence; drafting letters and documents; filtering & organizing, filing and relaying information, initiating telecommunications.
- Arranges travel, flights, hotels, transportation, itineraries, and all correspondence related to arrangements as needed, co-ordinating with other parties.
- Plans/organizes and implements events such as meetings, business luncheons, or client dinners.
- Prepares reports by collecting and presenting information.
- Is capable of utilizing filing and retrieval systems; taking notes of meetings and discussions.
- Maintains customer confidence and protects operations by keeping information confidential.
- Prepare various expense reports and other financial related duties as needed.
- May help plan company events, meetings, team building activities, educational workshops and special projects.
- Answer phone calls and properly note reasons for inquiry
- Other duties as required.

Executive Assistant Skills:

- Comfortable in a fast-paced environment with multiple tasks and projects at hand
- Able to organize and manage large amounts of activities, tasks, schedules, information and files
- Self-directed and able to work without supervision
- Able to handle tight time constraints at times
- Energetic and eager to tackle new projects and ideas
- Comfortable in both a leadership and team-player role
- Able to perform all clerical duties, taking memos, maintaining files and confidential information, organizing documents as needed.





Qualifications

- Must be fluently bilingual in English and French
- Valid driver's license and clean driving record
- Minimum ten plus years prior experience as a mid- to senior-level executive assistant
- Intermediate computer skills, including Microsoft Office Suite (Word, PowerPoint, and Excel)
- Scheduling appointments/updating calendars a must
- Excellent written and verbal communication skills
- Able to concentrate on multiple problems/tasks at once
- Excellent time management and prioritization skills
- Discretion and confidentiality
- Exceptional interpersonal skills and professional demeanor
- Hours will be 10:00 am – 6:00 pm
- Available to work overtime hours if required
- Certified Administrative Professional (CAP) or professional certification an asset
- Accounting experience an asset

Job Type: Full-time

Experience: Executive Assistant 7 years (Required)

Language: French (Required)
English (Required)

Candidates should send their resume to careers@lepinecorp.com

We would like to thank all those that apply, however only those selected for an interview will be contacted.

