



Project Coordinator / Executive Assistant

Do you have experience coordinating multiple projects while ensuring quality and expediency? Do you thrive in a fast-paced environment and like to drive upcoming projects into action?

Phelpsgroup is looking for a **Project Administrator/Executive Assistant** to join our executive search firm's headquarters in downtown Toronto. As a boutique organization, we are like family: we work closely with each other and do what it takes to provide top-level service to our clients.

The Project Coordinator/Executive Assistant will become a **key member of our team** and support the management team while optimizing administrative processes and leveraging technology. We are seeking an individual with a positive, can-do attitude, plenty of energy, and a thirst for learning new things.

The right candidate for the job will contribute to the long-term success of the company. The Project Coordinator/Executive Assistant will:

- Handle a broad range of complex administrative assignments to relieve partners of routine administrative tasks;
- Proactively recommend and implement changes to improve efficiency and reporting;
- Collaborate with the team to keep on top of multiple projects at the same time while juggling competing priorities, deadlines, and deliverables;
- Prepare reports, candidate and client packages, presentations, binders, memos, letters, and other documents relating to highly confidential matters;
- Plan and schedule internal, external, and company-wide meetings;
- Respond to requests for information and data from clients or staff in a professional and courteous manner;
- Track and manage partner commitments to deliverables and timelines;
- Contribute to the team and office by providing reception relief and back-up assistance as needed

In addition to a general willingness to do what it takes to keep our busy office running smoothly, we're looking for a background that includes:

- A minimum of 5 years of administrative experience in roles requiring strong project coordination
- Experience in a professional services or client-driven environment is an asset
- Superior communication, attention to detail, and organizational skills
- Experience working across an organization at all levels and an ability to manage competing priorities

- Fluency with Microsoft Office Suite and databases

Please learn more about our firm at www.phelpsgroup.ca. Interested candidates, please submit a resume to internalhires@phelpsgroup.ca. Resumes will be reviewed until the position is filled.