



EXECUTIVE ASSISTANT

We have been retained to conduct a search for an Executive Assistant to a Managing Partner of one of our clients, a law firm dedicated to advancing social justice for Indigenous peoples.

To support the Managing Partner directly in conducting her management duties and indirectly with her legal practice, the successful Executive Assistant must possess strong leadership and task management skills, exhibit excellent organizational skills, demonstrate a keen eye for detail, combined with a passion for learning and self-improvement. The position is based in their Toronto office.

The Executive Assistant is an integral part of the management team and will be responsible for helping build a platform that fully supports the Managing Partner directly, and the Management Committee indirectly.

The ideal Executive Assistant will have the following experience / skill set:

- University degree / diploma
- Minimum of 8 years of executive / administrative experience
- Experience supporting a legal practice would be an asset, it is not a prerequisite for the position
- Excellent command of English - written and verbal communication skills
- Bilingual is a strong asset
- Total grasp of the need for confidentiality in a professional environment
- Strong interpersonal skills, with an ability to communicate in a professional manner with partners and clients
- Proficient in the use of Microsoft Office Suite (Word, Outlook, Excel, PowerPoint)
- Ability to multi-task, utilize effective time management skills, and be able to recognize and respond to time sensitive issues and tasks
- In-depth knowledge of the administrative procedures and tools required to support an individual as well as an organization
- Ability to work independently and as a team
- Strong analytical skills (ability to isolate causes of potential problems and ability to determine appropriate solutions)
- Ability to recognize opportunities and/or challenges and proactively exercise judgement; ability to act on own initiative

Our client's culture is focused on providing a collaborative team environment for all and is offering a competitive compensation package to the successful candidate.

If you believe you have the mind, skill set and experience to succeed in this role, please submit a cover letter supporting your qualifications along with your resume and your compensation expectations to searchcommittee@appliedstrategies.ca.

NO RECRUITING AGENCIES PLEASE. ANY APPLICATIONS SUBMITTED OUTSIDE OF THE SEARCH COMMITTEE WILL NOT BE LOOKED AT. THANK YOU.

Job Description Executive Assistant

Reporting to the Managing Partner directly and the Director Finance & Operations indirectly the Executive Assistant is responsible for providing both administrative and legal support to the Managing Partner in the Toronto office. The Executive Assistant must possess strong leadership and task management skills, exhibit excellent organizational skills, demonstrate a keen eye for detail, combined with a passion for learning and self-improvement.

The duties and responsibilities of the Executive Assistant will include but are not limited to the following:

- Assist with the many of the administrative obligations of the Managing Partner
- Act as a bridge between lawyers, staff and the Managing Partner
- Prepare and review reports, business correspondence and presentations
- Read, analyze, interpret and create general legal and business documentation
- Play a role in enhancing work culture, consensus building and internal communications
- Identify strategies for creating or improving processes and procedures to improve the Managing Partner's performance
- Take and draft meeting minutes
- Exercise good judgment and make decisions to promote smooth workflow and ensure demands are met
- Cross train and cover off various roles where helpful to the smooth operation of the office
- You will perform such other duties as may be assigned to you by the Managing Partner

Qualifications / Required Skills

- University degree / diploma
- Minimum of 8 years of executive / administrative experience
- Excellent command of English - written and verbal communication skills

- Bilingual French / English is a strong asset
- Total grasp of the need for confidentiality
- Strong interpersonal skills, with an ability to communicate in a professional manner with partners and clients
- Proficient in the use of Microsoft Office Suite (Word, Outlook, Excel, PowerPoint)
- Ability to multi-task, utilize effective time management skills, and be able to recognize and respond to time sensitive issues and tasks
- In-depth knowledge of the administrative procedures and tools required to support an individual as well as an organization
- Ability to work independently and as a team
- Strong analytical skills (ability to isolate causes of potential problems and ability to determine appropriate solutions)
- Ability to recognize opportunities and/or challenges and proactively exercise judgement; ability to act on own initiative