

Administrative Assistant

OVERVIEW:

We are currently seeking an Assistant responsible for day-to-day administrative assistance and support of several executives.

THE BUSINESS:

Mandrake is one of Canada's foremost executive search and consulting firms. As a strategic partner to some of the world's leading businesses, our primary goal is to enhance organizations by identifying and attracting outstanding leadership executives.

WHAT YOU WILL DO:

- Entering new information in database such as resumes, candidates, clients, company info etc.
- Supporting Mandrake team on calendar management including internal, candidate, client, and other interviews and meetings as required (via phone, email, other proprietary systems).
- Project management – developing and maintaining candidate and client templates (references, profiles, invoice requests, client agreements).
- Appropriate liaising and communication between candidates and clients.
- Creation of recruiting briefs, company profiles and other documents to support new business and ongoing searches.
- Initial industry and company research, including candidate location and identification.
- Supporting other associates during vacation or increased workload.

WHAT YOU WILL BRING:

- 3+ years' experience in an administrative role - ideally within the recruitment industry.
- Research experience an asset.
- Experience with Office 365 and data entry.
- Excellent written and verbal communication skills. Bilingual French/English an asset
- Reliability, punctuality, and discretion.
- Ability to work under pressure and meet deadlines. Attention to detail.
- Well organized and capable of making decisions / ability to work without supervision.
- Exceptional multi-tasking abilities and prioritization skills.
- Ability to adjust to changing demands and circumstances.
- Post-secondary education an asset.

WHAT YOU SHOULD EXPECT:

- A great environment to work and have fun! Our Yorkville location is well equipped with modern facilities for our colleagues, clients, and candidates.
- This role will provide the successful candidate with a broad range of business experiences enabling them to develop an understanding of clients, markets, people, and functions, with special attention to client relations.

YOUR NEXT STEPS:

Mandrake promotes the highest standards of integrity and principles of quality, diversity, equity, and ethical practice. If you are interested in applying, please submit your resume to: sjolin@mandrake.ca.

We thank all those who submit their résumés. Only those selected for further consideration will be contacted.