

Job Description: Executive Assistant

Company Overview:

BottomLine Lawyers Inc. is an exciting, dynamic, growing multi-business organization with ever-changing needs. A flexible approach is needed from all staff to support the team effort. Occasional out of hours support may be required.

Position Overview:

The Executive Assistant is responsible for managing the Executive's workload and prioritizing tasks in a fast-paced environment, ensuring maximum productivity. This includes coordination of all calendars and proactively ensuring all commitments are planned and prepared for. The role is the liaison between Executive and staff and ensures all practical requirements are communicated and seamlessly met.

Key responsibilities:

- Manage Executive calendar to ensure practical workability
- Liaise with staff to ensure requirements are communicated and met
- Prepare for, attend and record key non-client meetings
- Ensure non-client records and information are current and accessible
- Conduct research and locate information as requested
- Plan and organize business events in or out of the work place
- Make travel arrangements

Required qualifications and skills:

- Project management, time management and advanced organization skills
- Ability to prioritize commitments and activities in a fast-paced environment
- Excellent written and verbal communication skills
- Proficiency with Word, Excel and Outlook is critical
- Quick study with new apps
- Proficiency in collaboration and delegation of duties
- Two years of experience as an Executive Assistant preferred

Personal requirements:

- Joie de vivre, possibility thinking and team player
- Exceptional inter-personal skills and a friendly, professional manner
- Initiative, energy and commitment to getting things done
- A sense of urgency and a commitment to timely resolution of issues
- Attention to detail along with a commitment to quality and confidentiality
- Commitment to extreme client service
- Willingness to do what is necessary to support the team effort