

EXECUTIVE ASSISTANT (Contract)

Over the last 40 years, **Weston Consulting** has become a leader in land use planning and urban design, serving the public and private sectors throughout the Greater Toronto and Hamilton Area in Ontario. Due to our on-going contribution to the built environment and our commitment to our clients, we are looking for an Executive Assistant to cover a one-year parental leave.

Core Values

- **Integrity** - Culture of Integrity, Professionalism and Trust
- **Teamwork** - Working Together in a Structure of Accountability, Results and Reward
- **Develop** - Recruit, Develop and Support the Best Talent
- **Engagement** - Giving Back to the Community, the Industry and the Planet
- **Client Focus** - Client Value and Management

At Weston, you will have the opportunity to work within a multi-skilled administrative team. You will directly contribute to driving sustainable growth and success for the firm by undertaking administrative tasks while ensuring a positive experience for staff, clients and visitors.

Your responsibilities, under the guidance of the Executive Vice President and other senior staff, will include:

- Acting as the point of contact among executives, employees, clients and other external partners
- Overseeing incoming and outgoing communications, including emails, phone calls, reports, and internal correspondence
- Daily management of EVP's complex calendar and appointment scheduling including, rescheduling appointments and providing daily briefings
- Assisting with business development through the review and project tracking of prospective clients and projects
- Drafting, reviewing and sending of internal and external communication on behalf of EVP
- Conducting internal review of materials prior to submission to EVP
- Assisting with accounts receivables including client communications and invoice memos as needed
- Providing additional administrative support as needed

You will bring:

- High attention to detail, strategic thinking and problem-solving skills that will assist you in generating successful results
- The ability to collaborate and communicate effectively with staff, clients, vendors and members of the public
- Exceptional interpersonal, time-management, teamwork and organization skills
- The ability to hold oneself accountable while maintaining integrity and professionalism
- The ability to maintain a high degree of discretion and confidentiality
- Proficient experience with Microsoft Office Suite and other related products
- Secondary school diploma, completion of a post-secondary diploma program with a focus on office administration is an asset
- Minimum of two years of experience in a similar role

We are committed to providing equal opportunities, access to resources and fair treatment of all individuals. All voices, thoughts and ideas hold value and we seek to make sure that they are encouraged and heard. We strive to create a workplace that reflects and celebrates diversity and encourages members of equity-seeking groups to self-identify in their cover letters.

If you require accommodation in order to participate in the hiring process, please let us know of your needs in advance by contacting us directly.

Please submit your cover letter and resume, in confidence, via email to **Ashley Mannello** at **hr@westonconsulting.com**. Please limit the size of attachments to 5mb in pdf format, and list your name and the role you are applying for in the subject line.

We thank all applicants for their interest. However, only those selected for an interview will be contacted.