

# MELCOR

LIVE. WORK. SHOP. PLAY.

## CAREER OPPORTUNITY

## EXECUTIVE ASSISTANT

### Where People Want to Work

Melcor is an award-winning employer with a proven track record of caring for and empowering our exceptional team.

If you are an organized Microsoft Office ninja who thrives on all the details, please send your resume to:

**careers@melcor.ca**

re: Executive Assistant

*We thank all applicants for their interest and effort in applying for this position. Only candidates selected for interviews will be contacted. Melcor is an equal opportunity employer committed to workplace diversity.*

### Who We Are

We are a diversified real estate development and asset management company. We transform raw land into high-quality finished product in both residential and commercial built form.

We develop and manage master-planned, mixed-use residential communities, business and industrial parks, office buildings, retail commercial centres and golf courses.

**SEND RESUMES TO: [careers@melcor.ca](mailto:careers@melcor.ca)**

Please include the opportunity title in the subject line.

**Melcor.ca**



# MELCOR

## EXECUTIVE ASSISTANT

### WE ARE LOOKING FOR

An exceptionally organized **Executive Assistant** to provide support to the corporate services team with a wide variety of tasks and projects.

This position reports to the Chief Financial Officer and is a key member of our team.



### WHAT YOU'LL DO

Your primary responsibilities will be supporting the corporate services team on a variety of assignments:

- Develop and maintain physical and electronic records and filing systems
- Plan and organize corporate meetings and events
- Prepare and maintain a variety of documents, presentations, and spreadsheets
- Manage and maintain schedules/calendars
- Organize, scan and file a variety of records

### ABOUT YOU

- You have 3 - 5 years of experience with executive teams and/or boards
- You exude professionalism & confidentiality
- You identify opportunities to optimize and improve processes
- You are organized and able to manage multiple projects and deadlines simultaneously
- You work calmly under pressure while maintaining a sense of urgency

- You have exceptional written and verbal communication skills
- You are great at multi-tasking and respond to changing requirements with flexibility and grace
- You have an exceptional eye for detail

### EXTRA POINTS FOR

- Ninja-level MS Office Suite skills - you can perform mail merges, set up styles, use Excel formulas, and build presentations in your sleep