

Executive Assistant

Founded in 1981 in response to an emerging need for specialized planning services in the museum, cultural and heritage sector, Lord Cultural Resources is now the world's largest cultural professional practice. With the successful completion of more than 2,500 projects in 57 countries on 6 continents, the firm has earned an international reputation for sector leadership, innovation and excellence.

We are dedicated to the creation of cultural capital worldwide, the value created as a result of the maximization of cultural resources. **Our mission is to collaborate with people and organizations to plan and manage cultural places, programs and resources that deliver excellence in the service of society.** We distinguish ourselves through a comprehensive and integrated full-service offering built on a foundation of visioning, planning and implementation. **We help clients clarify their goals; we provide them with the tools to achieve those goals; and we leave a legacy as a result of training and collaboration.** Our clients are in all sectors including private and public corporations, foundations, governments and non-profit institutions.

With a network of offices in Toronto, New York, Mumbai, and Beijing, we conduct ourselves with respect for local adaptation, cultural diversity and collaboration, embodying the highest standards of integrity, ethics and professional practice. Please visit our website at www.lord.ca to learn more.

We are currently seeking an individual to fill the position of Executive Assistant based in our Toronto office.

Job Description

The Executive Assistant is responsible for providing full administrative support to the President who travels extensively. As Executive Assistant you will complete a broad variety of tasks with the goal of ensuring the President's day runs efficiently and effectively.

Responsibilities include but are not limited to:

- Managing the President's schedule and coordination of both internal and external meetings
- Coordinating travel details including booking flights/trains/taxis and accommodation and anticipating and solving complex scheduling issues
- Correspondence and contact with clients, potential clients, and partners
- Handling meeting logistics including catering and IT requirements such as audio or web conferencing set up
- Administering the Lord Cultural Resources contact database, including entering contacts and maintaining the database
- Prioritizing conflicting needs, handling matters expeditiously, proactively, and following through on projects to successful completion, and often with deadline pressures
- Acting as a liaison and gatekeeper with various individuals of all levels both internally and externally
- Monitoring emails and incoming information - identifying what is a priority
- Preparing and submitting monthly expense reports
- Conducting research as needed
- Greeting visitors as they arrive at the office
- Performing general office support such as telephone services, photocopying, filing, faxing, couriers, responding to requests for information and drafting general correspondences
- Assisting in planning of special projects, conferences, and events.

QUALIFICATIONS

The qualified candidate must be a self-starter, motivated, committed and adaptable team player, who is organized, detail oriented, quality conscious, has impeccable time and project management skills, and has a genuine enthusiasm for museums, culture, and the arts.

Other required qualifications include:

- Positive attitude with impeccable interpersonal communication skills
- Between 3-5 years of relevant experience, including supporting leaders in an administrative capacity
- Highly proficient in MS Office Suite (Word, Excel, PowerPoint, Outlook)
- Exceptional English verbal and written communication skills (additional languages an asset);
- Proven experience writing business correspondence and proofreading
- Professionalism and confidentiality when dealing with sensitive information and business matters.
- Complex calendar management and travel coordination experience, and experience with expense administration
- A relevant Bachelors or Masters level degree/diploma program in business administration and/or Museum Studies, and/or equivalent experience or training
- Comfortable working with technology and ability to project manage/troubleshoot issues
- Experience or exposure to project management and accounting processes and systems
- Dependable, flexible and can demonstrate initiative
- Familiarity with Lord Cultural Resources' methodologies and/or willing to excel in them would be an asset
- Knowledge and/or experience in the arts and cultural industry, or working for a professional services organization would be an asset

To Apply:

The successful candidate will be highly organized, possess strong decision-making skills, proven ability to establish priorities, exceptional interpersonal skills, polished communication skills, and ability to exercise good independent judgement. If you have experience working as an Executive Assistant in a fast-paced environment that combines independent focus and collaboration please forward your cover letter, resume, and 3 professional references to hr@lord.ca with the subject line "[Your Name] – Executive Assistant".

Applications will be reviewed as received. Posting will remain active until position is filled. Position start date will be March 4, 2019.

Thank you to all applicants for their interest, only candidates selected for an interview will be contacted.

Lord Cultural Resources is an equal opportunity workplace and welcomes cultural diversity in our workforce. We are committed to inclusive, barrier-free recruitment and selection processes, and work environment in accordance with the Accessibility for Ontarians with Disabilities Act (AODA). We will be happy to work with applicants requesting accommodation at any stage of the hiring process.