



POSITION PROFILE	
Position Title:	Executive Assistant
Team:	Corporate and Executive Team
Location:	State Street Financial Centre, 30 Adelaide St. E., Toronto
Reports to:	VP, Communications
Date:	January 2012
<p>ABOUT US – DUNDEE REAL ESTATE ASSET MANAGEMENT</p> <p>Dundee is an exceptionally dynamic and entrepreneurial organization. We seek out the best in everything we do. Our team is knowledgeable, diligent and dedicated. We share a real passion for our business and the desire to excel. Dundee is grounded in core organizational values including integrity, respect, fairness, transparency and accountability.</p> <p>Our employees are our greatest asset and we are committed to providing a dynamic and rewarding environment in which our employees can thrive, including: promoting teamwork, communication, creativity and productivity; rewarding employees with professional and personal growth; encouraging continuous learning opportunities; providing competitive recognition and rewards programs; and, supporting a culture that values and respects employees and their ideas.</p>	
ROLE	
<p>DREAM is looking to hire a seasoned and polished Executive Assistant with a minimum of 5+ years experience in a corporate environment supporting multiple executives. The incumbent will be an integral member of the team, providing support to five (5) senior executives. The successful candidate must have experience working both independently and in a team, and must be able to work in a fast-paced environment, meeting deadlines while maintaining accuracy and reliability of work performed. The ideal candidate is polished, proactive and organized, and takes a customer-oriented approach to their work. Responsibilities will include:</p> <ul style="list-style-type: none"> • Act as a professional and collegial point of contact for management both internally and externally. • Travel planning and calendar management, including preparing materials and other related tasks. • Directing and responding to correspondence and telephone inquiries. • Managing the flow of documents, resolutions and cheques; ensuring timely execution and return to the appropriate people both internally and externally. • Invoice management and expense tracking, including initial analysis of invoices and following up on variances. • Provide support for events such as Board of Trustee meetings, annual unitholder meetings and regional managers' conferences including material production and logistical support. • Supporting all aspects of daily activities including general administration (photocopying, filing etc.). • Serve as backup to other team members during times of absence, vacations etc. • Other administrative and support responsibilities as required. 	
SKILLS & CHARACTERISTICS	
<ul style="list-style-type: none"> • Discreet and polished. Experience working in a corporate environment, handling sensitive documents and maintaining the high level of confidentiality and professionalism required. • Strong people skills and a team player. A proven ability to build and maintain relationships at all levels of an organization and with external contacts. Keen to support the team in achieving its goals. • Excellent communication skills. Excellent written and verbal communication skills with strong attention to detail. • Intuitive and responsive. Proven ability to take initiative, exercise sound judgment and anticipate the needs and requirements of the team. Adaptable to changing circumstances and flexible in your approach to fulfilling responsibilities. • Strong organizational skills and the ability to multi-task. An organized self-starter with exceptional time management skills and the ability to work under pressure and prioritize tasks. • Advanced application skills. Excellent working knowledge of MS Office, including Word, Excel, PowerPoint, Outlook and Adobe. 	
QUALIFICATIONS	
<ul style="list-style-type: none"> • 5+ years of experience in administrative and/or executive support in a corporate environment. • Experience supporting multiple executives. • Experience in commercial real estate or with a publicly traded company considered a plus but not mandatory. • Mature, discreet, energetic and adaptable. 	