

CBRE Caledon Capital Management, Toronto

CBRE Caledon Capital Management Inc. (“CBRE Caledon”) is a leading infrastructure and private equity solutions provider. We create long-term value for clients by accessing and managing high quality investment opportunities and building comprehensive infrastructure and private equity portfolios. Today, our dedicated team of 30+ professionals represents more than CDN \$9B on behalf of institutional investors across North America.

CBRE Caledon is a separate business unit within CBRE’s independently operated investment management subsidiary, CBRE Global Investors, one of the world’s largest real asset investment management firms with US \$86.5B in assets under management. The Firm sponsors real asset investment programs across the risk/return spectrum in the Americas, Europe and Asia for more than 500 institutional investors worldwide.

CBRE Global Investors is the independently operated investment management division of CBRE Group, Inc. (“CBRE”, NYSE:CBG), the world’s premier full-service commercial real estate services company with more than 75,000 employees in approximately 450 offices worldwide.

CBRE Caledon’s deep infrastructure experience enables us to construct portfolios that include the high-quality infrastructure funds coupled with co-investment opportunities generated through fund relationships or through our global network of strategic and institutional infrastructure investors. By representing a number of institutional pension funds with similar investment objectives, we are able to ‘club’ our clients to gain access to larger infrastructure co-investment opportunities while enabling costs and expenses to be shared. Our infrastructure team has experience investing in many sectors, stages and geographies through current client mandates and former roles at some of the largest global infrastructure investment firms. Members of the team have been involved in power and utilities, water and wastewater, energy, transportation and social infrastructure.

In the private equity space, our team has extensive experience building world-class private equity portfolios for some of the most sophisticated Canadian institutional investors. This experience has enabled us to access the very best global fund managers and to build unique customized portfolios to suit our clients’ specific strategies. We look to build successful private equity portfolios with a diversified number of the highest quality private equity funds and a selection of strategic co-investments.

The investment team brings a wealth of knowledge and experience from some of the top investment firms in the world including OMERS Private Equity, Ontario Teachers’ Pension Plan, CPP Investment Board, Borealis Infrastructure, Macquarie Group, Capstone Infrastructure, TD Capital Private Equity, Abu Dhabi Investment Authority, Scotia Capital, BMO Capital Markets, Edgestone Capital Partners, KPMG, Birch Hill Equity Partners and CIBC World Markets.

For further information about Caledon and our team, please visit our website at

www.cbrecaledon.com



Receptionist/Administrative Assistant

The Role

CBRE Caledon has an exciting opportunity for a full-time receptionist/administrative assistant. This role is responsible for all reception duties, maintaining meeting rooms and kitchen area, ordering supplies and providing support to employees as required.

Reception/Office Administration

- Greets all incoming visitors, announces arrivals and maintains the reception area; ensures set up, clean up and ordering and serving of food and refreshments for meetings
- Answers and directs all incoming calls; arranges all incoming and outgoing mail and courier packages
- Maintains meeting room calendars and schedules meetings
- Tracks office inventory and ensures regular and timely orders are made for office supplies
- Maintains the kitchen area including ordering of supplies, loads and unloads the dishwasher twice daily, empties coffee machines and ensures a clean kitchen environment
- Coordinates third-party vendors including IT support, property management, cleaners, florists, etc.
- Maintains access card security with building management; helps coordinate new employee set up including work space, computers, desk phones, computer access and general on-boarding

Administrative Support

- Provides administrative support including preparing documents (Word, Excel, PowerPoint), monthly expense reports and preparing reports for corporate credit cards, photocopying, binding, business card scanning, filing, etc.
- Books travel and accommodations, coordinates cancellations, schedules out-of-town meetings, prepares and maintains travel itineraries, develops agendas and ensures all relevant materials are available before departure
- Manages calendars and schedules meetings; completes registrations for conferences and organizes conference dinners; arranges panel calls and presentations
- Prepares agendas for team meetings; assembles, photocopies and distributes weekly meeting materials; prints and binds presentations for meetings

Qualifications

- A minimum of 2-3 years' experience providing administrative support and reception duties; experience in a professional office environment preferred
- Strong computer skills including demonstrated expertise in Word, Excel, PowerPoint and Outlook
- Strong oral and written communication skills; well-honed interpersonal skills; ability to build and maintain relationships cross-functionally throughout the organization and externally with clients, vendors and other third parties
- Proven time management and organizational skills; ability to work well under pressure with tight timelines; experience dealing with multiple conflicting priorities and the know-how to prioritize effectively
- Experience with booking travel (flights, hotels, cars, meals, remote meetings, etc.), meeting scheduling, expense reporting and agenda preparation an asset
- Ambitious self-starter, solid team player with a positive attitude and a high degree of professionalism and ethical standards
- "Roll up your sleeves" willingness to work in an entrepreneurial environment to get work done as necessary; resourceful and persistent

If you are qualified and interested please submit a resume and covering letter to careers@cbrecaledon.com

