

ADMINISTRATIVE ASSISTANT

CBRE Caledon is a leading infrastructure and private equity solutions provider. The firm seeks to create long-term value for its clients by accessing and managing high-quality investment opportunities and building comprehensive and customized infrastructure and private equity portfolios. CBRE Caledon's business model is to combine direct investments, co-investments, secondary investments, and primary fund investments in a manner to suit each client's unique investment objectives. The firm currently provides its services through customized separately managed accounts, portfolio management advisory solutions and pooled funds. Since its inception in 2006, the CBRE Caledon team has grown to over 30 people and manages over CA\$9 billion of assets on behalf of 15 clients across North America.

THE ROLE

Reporting to the COO, the Administrative Assistant is responsible for providing administrative support to a group of professional staff on the Private Equity and Business Development teams, including two partners. The Administrative Assistant will work as part of an Administrative team to provide back-up and ensure the continuous uninterrupted support of the professional staff

- Provides administrative support including document and presentation preparation (Word, Excel, PowerPoint), monthly expense reports, gathering receipts and preparing reports for corporate credit cards, answering phones, photocopying, binding, business card scanning, filing, etc.
- Books all travel and accommodations (flights, hotels, car services, etc.), 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, if required; completes registrations for conferences and AGMs and organizes conference dinners; arranges panel calls and presentations; prepares agendas for team meetings; manages documentation (i.e. filing)
- As part of the Administration team, this individual will be required to support and provide coverage for the reception area and other office support duties including the kitchen
- Other projects and duties as required

QUALIFICATIONS

- A minimum of 3-5 years' experience providing administrative support to both junior and senior staff in financial services, consulting, law or other professional office environment; experience in private markets (private equity or infrastructure investing) an asset
- Exceptional 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
- 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