



## Receptionist/Administrative Assistant

### Company Profile

*CBRE Caledon is a leading infrastructure and private equity solutions provider that creates long-term value for clients by accessing and managing high quality investment opportunities and building comprehensive 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. We provide services through customized separately managed accounts, portfolio management advisory solutions and pooled funds. Today, our dedicated growing team of 40+ professionals represents over \$10B on behalf of institutional investors across North America.*

### Position Summary

The role is responsible for all reception duties, maintaining meeting rooms and kitchen area, ordering supplies and providing administrative support to identified staff.

### 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 rooms calendars and schedules meetings
- Tracks office inventory and ensures regular and timely orders are made for office supplies
- Maintains the kitchen areas, ordering of supplies, loads and unloads the dishwasher twice daily, empties coffee machines and ensures a clean, neat and tidy area
- Coordinates third-party vendors including IT support, property management, cleaners, florists, etc.
- Maintains access card security; handles new employee set up including work space, computers, desk phones, cell phones, computer access, office tours 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.
- 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
- 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

### Qualifications

- A minimum of 1-3 years' experience providing reception duties; administrative support; experience in a professional office environment preferred (investment firm, bank, law firm, consulting firm, etc.)
- 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