

ADMINISTRATIVE ASSISTANT

CBRE Caledon Capital Management Inc. ("CBRE Caledon") is a leading infrastructure and private equity investment 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 40+ professionals represents investment capital of over \$10 billion for institutional investors across North America.

THE ROLE

The Administrative Assistant is responsible for providing administrative support to the Private Equity and Business Development teams and 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; completes registrations for conferences and annual general meetings and organizes conference dinners; arranges panel calls and presentations; prepares agendas for team meetings; manages documentation including filing
- Other projects and duties as required

QUALIFICATIONS

- 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 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