

## POSITION DESCRIPTION

TITLE: **Executive Assistant**  
CITY/REGION: **Edmonton**  
REPORTS TO: **Chief Operating Officer (COO)**  
DATE PREPARED: **September 2017**

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### **THE COMPANY:**

ProCura Real Estate Services is one of Alberta's leading property development and management companies. Since 1979, ProCura's forward-thinking projects have redefined skylines through the company's ability to envision and develop outstanding buildings and communities. Notable projects include: the innovative Mayfair on Jasper rental apartments; the award winning LEED® GOLD-CS Certified Intact Insurance Building; and the visionary, all-encompassing community at Century Park. The company approaches each new development with an eye for modern design and technologies.

ProCura is recognized as one of Alberta's largest private transit integrated landholders, with a future project pipeline consisting of multiple urban locations encompassing over 1 million square feet of land holdings, over 4 million square feet of developable space and over 6,000 multi-family units.

### **POSITION SUMMARY:**

ProCura is seeking a dedicated, professional, and experienced Executive Assistant for their downtown Edmonton office, reporting directly to the Chief Operating Officer.

### **QUALIFICATIONS:**

- Post-Secondary Education in Business Administration, or relevant discipline
- 5+ years' experience as an Executive Assistant
- Previous experience in the commercial construction and property management industry is considered an asset
- Strong knowledge of office procedures and practices
- Strong customer service skills and excellent interpersonal skills
- Highly resourceful, intuitive and flexible
- Proven organizational and time management skills with a keen attention to details
- Proficient with Microsoft Office Suite (Outlook, Word, Excel, Power Point)
- Experience in Yardi would be considered an asset

### **KEY RESPONSIBILITIES:**

- Provide high-level administrative support
- Organize and maintain a busy Executives Calendar
- Office management duties
- Prepare and co-ordination of presentation materials, liaise with vendors and clients
- Arrange travel and conferences
- Assist with organize meetings and/or special events
- Process incoming and outgoing mail, manually or electronically for Executives

- Send and receive messages and documents using fax machine or electronic mail
- Promptly receive and screen incoming telephone calls to the Executives, providing friendly and professional greeting, taking messages as appropriate, and eliciting necessary information to allow timely and accurate responses.
- Provide accurate word-processing support by composing and/or editing a variety of documents including many highly confidential correspondence, memoranda, contracts and proposals
- Develop and maintain well organized filing system that permits easy reference and rapid retrieval of information

We thank you for your interest in this role. Only those applicants who are shortlisted as potential candidates will be contacted.