



EXECUTIVE ASSISTANT

Named as one of Canada's Best Managed Companies and Most Admired Corporate Cultures in Canada, Southwest has developed, constructed, owned and operated world-class properties for over 55 years. A leading developer of residential and commercial property and one of the largest privately held owner of multi-family residential buildings in the Halifax region, Southwest's brand of quality and community involvement has made a major impact on the Atlantic Canadian real estate market. Southwest believes in going beyond the necessary to create inspiring environments by providing the best places to live, shop, work and play, creating lasting relationships with employees, customers and partners. **At Southwest we are always seeking the best and brightest stars in their field. From front line staff to senior management, we choose to employ the best in the industry!**

*We are currently seeking an outstanding individual to fill the permanent full-time position of **Executive Assistant to the Chairman.***

BENEFITS

- Performance Based Bonus Eligibility
- Comprehensive Extended, Health & Dental Benefits
- RRSP Plan Eligible – FT Employees over 6 months
- Monthly Transit Pass - 100% Reimbursement
- Employee Health & Wellness Incentive Program - \$300.00 Annual Reimbursement
- Education Reimbursement Program
- Flexible Work Schedules
- Employee Discount Program – 10% off Southwest Properties Lease
- Resident Referral Program – Cash Incentives
- Service Awards
- Social Staff Events
- Home Computer Antivirus Incentive Program - \$50.00 Annual Reimbursement
- Charitable Donation Matching Program - \$1000.00 Annually + 1 Day off to Volunteer

POSITION

The Executive Assistant reports directly to the Chairman who provides guidance when requested and assigns work. This position has a dotted reporting line to the Executive Assistant of the CEO.

DUTIES AND RESPONSIBILITIES:

- Regularly interact with Southwest office staff to deliver a seamless personal and corporate schedule for the Chairman. Scheduling all business, volunteer, and personal appointments.
- Monitor e-mail accounts by responding where required, removing junk, flagging priority responses and/or forwarding to appropriate staff as required.
- Book business and personal travel for Chairman and family including flights, hotels, rental cars, and site tours.
- Monitor all communication (phone calls, letters, etc.) and ensure appropriate follow up.
- Manage household insurance policies for homes, vehicles and recreational vessels.
- Manage meeting requirements such as providing meeting agendas, background material, bring-forward files and any AV requirements.
- Schedule and organize preparation material for Boards and Volunteer Committees. Example: AGNS Capital Campaign Committee.
- Draft various communications such as presentations, reports, speeches, and minutes.
- Complete personal tasks as required. Examples: merchandise orders, returns and gifts.
- Maintain regular communication with the Executive Assistant to the CEO.
- Manage professional sporting events season ticket accounts and sales.
- Plan and coordinate private and social functions.
- Research various items as requested

- Liaise with property brokers, partners, and consultants

Financial Assistance

- Work with the Vice President, Investments to coordinate personal investments including but not limited to updates, tax information and meeting requirements for a sizeable venture capital portfolio.
- Prepare expense and health claims and submit for processing.
- Manage personal expenses including credit card reconciliations.
- Manage the Chairman's and Southwest's charitable donations.

Art Collection Management

- Establish complete lists and maintain a detailed catalogue of Art acquisitions. Including but not limited to images, location, acquisition details, insurance values, condition, provenance, original cost, new values, and shipping.
- Manage and coordinate fine art and sculpture collections including the interface between galleries, auction houses, framers, shippers and storage.

Miscellaneous Administrative Duties

- Provide occasional backup support to the Executive Assistant to the CEO.
- Provide Advisory Board support where required.
- Occasionally provide support to members of the senior management team.
- Liaise with members of the management team on a variety of duties
- Scan, copy, fax a variety of items in relation to requests.
- Other administrative duties as required.

POSITION DETAILS

Hours of Work: The incumbent currently works a normal 40-hour work week with one hour for lunch; occasional overtime and regular contact via a handheld device after hours.

Primary Work Location: 1475 Lower Water Street

General Workplace Conditions: Regular office setting

Physical/Mental Demands: The position involves meeting deadlines and varying workloads, sitting for long periods and repetitive movements (typing) that can cause occasional periods of stress.

Equipment and Workplace Aids: The Executive Assistant utilizes the full Microsoft Office Suite, Internet Explorer, various virtual meeting platforms as well a handheld device on a regular basis.

External Factors/Health and Safety: Regular office setting and hazards

TRAINING & EXPERIENCE

Minimum Training Required: An undergraduate degree in a related field; strong grammar and analytic skills. Extensive experience with MS Office products, including Excel is required. A Commerce/Business Administration degree is an asset.

Related Training: Office administration training; communications; research; event management; finance.

Minimum Experience Required: 5 + years in a similar role.

Knowledge and Skills Required:

- Ability to perform assigned duties with minimal supervision.
- Ability to perform with tact and professionalism in a fast-paced, ever-changing environment.
- Mature and self-motivated.

Our Mission: *To provide the best places to live, work, shop and play, creating lasting relationships with our employees, customers and partners*

- Exceptional analytic and research skills.
- Strong organizational, time management and multi-tasking skills.
- Ability to professionally interact with all employees and the public
- Proven ability to intuitively plan, organize and prioritize work for the Executive Chairman.
- Strong attention to detail with a high level of quality.
- Strong initiative and ability to anticipate the needs of executives quickly and effectively
- Critical thinking with sound judgment.
- Proficient with computers and handheld devices. Notably iPhone/iPad, Microsoft Office (Word, Outlook, PowerPoint, SharePoint & Excel) and various virtual meeting platforms.
- Sound knowledge of effective and efficient administrative/secretarial procedures and techniques.
- Innovation – ability to identify and implement efficiencies and improvements.

COMMITMENT TO DE&I

Southwest Properties is committed to attracting and retaining a diverse team, who values your experiences, perspectives and unique identity. We are committed to creating and maintaining an environment that is inclusive, equitable and welcoming.

HOW TO APPLY

If you are interested in this exciting opportunity, please forward your resume and cover letter to our Human Resources Team: Southwest Properties Limited, 1475 Lower Water Street, Suite 100 Halifax NS, B3J 3Z2. resume@southwest.ca Thank you for your interest in Southwest Properties. Only those chosen for an interview will be contacted.

We are a team of individuals who get joy from bringing joy to others!

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