



ERA Architects Inc.
#600-625 Church St
Toronto ON, M4Y 2G1

EXECUTIVE ASSISTANT - TORONTO

The firm:

Founded in 1990 and based in Toronto, Montreal and Ottawa, ERA Architects Inc. specializes in architecture, landscape, heritage conservation and planning as they relate to historical places and provides full professional services for both the public and private sectors. Our core interest is in connecting heritage issues to wider considerations of urban design and city building, and to broader cultural values that provide perspective to our work at different scales. ERA frequently works collaboratively with other firms to engage in city building, conserving heritage architecture, and improving the built environment.

Description of the position:

We are looking for an experienced executive assistant to join our Toronto office. This role will support one of our Principals who leads a team of both Architects and Planners, focusing primarily on Development Projects. If you are an energetic, motivated and self-disciplined individual who also has the capacity to work collaboratively within small and across larger teams, we are looking for you! The successful candidate will be an organized individual capable of dealing with multiple stakeholder groups. You will also have the ability to coordinate many tasks at once, while producing work of a high-quality, demonstrating attention to detail.

This role will be focusing on time / calendar management, project coordination, expense and time sheets and the preparation of proposals and reports along with other EA responsibilities.

Key Responsibilities:

- Manage scheduling, day-to-day priorities of the Principal and travel expenses, etc.
- Help screen and prioritize inbound emails and phone calls; draft responses as necessary
- Preparation of proposals, reports and provides analysis on portfolios and product delivery
- Create and/or amend presentations
- Works collaboratively with others
- Collaborate with different departments (external and internal) to ensure that any project and any ongoing needs for the company are addressed and delivery expectations are met
- Help solve and manage issues that come up
- Project Management: Follow up with various team members and/or other departments on projects
- Compile results and prepare summary sheets for executive review
- Screen and prioritize inbound emails and phone calls; draft responses as necessary
- Complete the Principal's timesheets

Education + Experience:

- Bachelor's degree
- Strong Excel, Word and PowerPoint skills. Photoshop and Illustrator would be advantageous.
- 3 years minimum of experience in a similar role supporting a senior leader
- Excellent communicator – in writing, over the phone and in person
- Entrepreneurial spirit and desire to work in a fast-paced environment
- Poise under fire and ability to multi-task effectively
- Exceptional organizational skills
- Utmost confidence in handling sensitive and confidential issues
- You must be efficient and well-organized
- Self-driven with a “can do” attitude



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To apply please email your resume and CV to annah@eraarch.ca and indicate in the subject line: Application for Executive Assistant by Friday November 22nd, 2019 at 5:00PM.

ERA does not discriminate against applicants or employees because of their race, creed, color, age, religion, gender, disability, sexual orientation, marital status, military status, national origin or ancestry. ERA is committed to fostering an inclusive and equitable workplace where all employees and partners feel valued, respected and supported. ERA is committed to working with and providing reasonable accommodation to applicants with disabilities.

We thank all applicants for their interest; however only those selected for an interview will be contacted. No agency referrals will be considered.