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## Executive Assistant

#208 - 2187 Oak Bay Ave, Victoria, BC

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### JOB DESCRIPTION

#### About MdGB Capital Inc.

MdGB Capital is a privately held group of companies that manages a group of assets. This includes ownership and management of a commercial and residential real estate portfolio and various public and private equity interests throughout North America. MdGB Capital also owns and operates several operating businesses serving the Greater Victoria area.

#### Position Overview

Reporting to one of the Principal Owners, the **Executive Assistant** not only knows how but thrives on managing competing priorities coming from multiple directions. You will provide support on day-to-day activities while lending your administrative expertise to keeping organised and to assist with personal activities and planning. Whether it's scheduling meetings, arranging travel, ordering flowers, or arranging appointments, the Executive Assistant is up to the task and does so with enthusiasm and a sense of urgency. You will be providing personalised administrative support in this full-time role.

#### Key Responsibilities

- Manage day-to-day scheduling, coordination and meeting logistics, providing best in class support
- Work closely with the Principal to align calendar, efforts, and activities
- Keep the Principal well informed of upcoming commitments and priorities
- Coordinate and manage travel, transportation, accommodation, restaurants, etc.
- Prioritize inquiries and requests while troubleshooting conflicts, make judgements and recommendations to ensure smooth day-to-day engagements
- Coordinate and assist with the management of new house construction
- Organize and maintain filing system
- Oversee the handling of confidential and priority documents
- Pick up deliveries and run errands as needed
- Purchase /order gifts, flowers, and cards on occasion
- Receive and respond to emails in a timely manner
- Handle requests and queries appropriately

- Manage projects and organizes events
- Online research and analysis
- Planning and execution of various tasks
- Collect and manage contact information
- Execute plan of action

### **Qualifications**

- Proven experience as an Executive/Personal Assistant or other relevant experience
- College or postsecondary education is an asset
- Ability to maintain a calm demeanour while meeting deadlines in a fast-paced rapidly changing environment
- In-depth understanding of MS Office suite and technologically proficient
- Professional level verbal and written communications skills
- Detail oriented, organised, and mature
- A proactive approach to problem-solving with strong decision-making skills
- Friendly, positive, curious, and creative
- Task oriented, efficient, enjoys challenges and results focused
- Diplomatic, flexible, and adaptable
- Maintains a high degree of discretion and confidentiality

### **Job Requirements**

- Up-to-date Criminal Record Check
- Possess valid Driver's Licence

### **Salary and Benefits**

- Competitive Salary: \$75,000-\$85,000 depending on experience
- Two weeks paid vacation
- Mobile phone reimbursement
- Retention plan
- Extended health and dental coverage
- Central location in the heart of Oak Bay
- Onsite parking