

Administrative Assistant

Company Information

OREA's Mission:

To help Ontario REALTORS®, Member Boards and Associations succeed.

The Ontario Real Estate Association represents over 70,000 brokers and salespeople who are members of the 40 real estate boards throughout the province. Members of the association may use the "REALTOR®" trademark, which identifies them as real estate professionals who subscribe to a high standard of ethics and service.

OREA serves REALTORS® through a wide variety of professional publications, educational programs, government lobbying and other services. A division of the association, the OREA Real Estate College, provides real estate registration education courses in Ontario.

Job Description

OREA is seeking an Administrative Assistant to provide high level and confidential support to the CEO's office and VP of Membership and Technology. He/she will assist with calendars, act as a first point of contact with internal and external parties, handle correspondence, assist with travel management, and attend to personal matters.

Responsibilities:

- Assist with calendar management
- Assist, organize and book travel for the Executives
- Assist with setup of internal meeting (book meeting rooms, arrange catering, equipment setup, greeting guests)
- Coordinate and manage the collection and distribution of meeting materials
- Prepare and file expense reports
- Manage and prioritize all incoming communications, including screening phone calls, and redirecting where needed.
- Maintain OREA contact and committee lists in CRM system for Executive Officers, Board Presidents, Board President-Elects, Board Political Action Chairs
- Establish and maintain effective document management procedures (filing, maintaining lists and spreadsheets)
- Order and manage stationary supplies
- Manage all office décor as directed by the CEO's Office
- Ensure ad hoc and diverse requests are completed in a timely manner
- Build and maintain excellent professional relationships with colleagues and external clients
- Assist with any special projects as required

Qualifications and Skills:

- Discretion, tact and understands the importance of maintaining strict confidentiality
- Comprehensive experience supporting a C-Suite Executive

- Post-secondary education is an asset
- Strong Organizational and multitasking skills
- Attention to detail
- Willingness to learn and adapt
- Polished, confident and professional manner as well as excellent communication and interpersonal skills
- Demonstrated ability to perform well under pressure, as well as assess and prioritize assignments
- Proactive with the ability to problem solve and anticipate needs
- Strong proficiency in Microsoft Outlook, Word, Excel and PowerPoint

Interested applicants should submit their resume and cover letter, including salary expectations, in confidence to the attention of wajeehah@orea.com on or before July 15, 2019. We thank all applicants in advance for their interest in OREA but only those selected for interview will be contacted.

OREA is committed to inclusive and accessible employment practices. If you require an accommodation to fully participate in the hiring process, please notify the Human Resources Department.