



## Executive Assistant (Contract)

RGF Integrated Wealth Management (RGF) is an independent integrated financial services firm with over 60 people, located in Vancouver. This full-time, in office, contract position is a maternity leave contract with an expected duration of 16 months. We are looking for an experienced Executive Assistant who will report directly to the Chief Operating Officer (COO). The ideal candidate works well independently and also as part of a team environment.

This corporate team position deals with all staff and advisors, as well as outside suppliers and vendors, and requires that matters be handled professionally, timely and confidentially.

### Required Skills and Experience

- Minimum of 2+ years hands-on experience as an Executive Assistant
- Strong proficiency in Microsoft Outlook and Word, intermediate in Excel
- Strong attention to detail, organizational skills, and ability to prioritize tasks
- Excellent communication skills both verbal and written
- Self-motivated and results oriented
- Occupational First Aid Level 1 or 2 an asset

### Duties and responsibilities

- Calendar and schedule management for COO and others as required
- Scheduling, agenda/material preparation, and minute taking for various internal meetings including Board, Shareholders, and other various committees and teams.
- Corporate legal administration including preparation of consent resolutions and documents and maintenance of records.
- Office management including landlord liaison, supplier management, supply orders, and file management.
- Organizing various monthly and annual social events for firm
- Corporate team administration - review scheduling, vacation / schedule management
- Work with COO/CFO and Advisors for HR matters including new employee onboarding
- Primary Reception coverage for Receptionist including vacation coverage and breaks
- Joint Occupational Health & Safety Committee (JOHSC) administration
- Other project support as necessary

Salary: \$65,000 per year

To apply for this position, please visit our Indeed posting [here](#). Please note that only those applicants selected for an interview will be contacted. No telephone calls or recruitment agencies will be accepted.