



Letko, Brosseau & Associates Inc.

Executive Assistant

Letko, Brosseau & Associates is an investment manager with offices in Montreal, Toronto and Calgary. Founded in 1987, the firm has enjoyed strong growth as a result of excellent investment performance, attentive client service and high standards of business ethics.

Reporting to the President, you will primarily provide administrative and operational support to the President and the Chief Financial and Compliance Officer.

Responsibilities :

- Write, format or translate a variety of documents (letters, reports or others);
- Ensure the quality and accuracy of documents produced by the operations team:
 - Review and correct the documents and reports produced;
 - Ensure the accuracy of information and content;
 - Validate the consistency between the facts and the data presented.
- Coordinate the agenda and schedule of the President and other team members, if required;
- Answer, screen and respond to calls and emails, if necessary;
- Ensure the management of meetings, including room reservations and travel logistics;
- Establish travel itineraries and make the necessary reservations;
- Ensure follow-up and do the relevant reminders requested by management;
- Accomplish any other related tasks or projects at the request of the members of the executive team.

Requirements:

- Diploma in secretarial, office administration, or related field, an asset;
- Minimum of 7 years professional experience as an executive assistant and/or other similar role;
- Essential bilingualism (French and English) both written and spoken;
- Excellent knowledge of Microsoft Office Suite and good computer skills;
- Accounting or finance knowledge, an asset.

The ideal candidate:

- Rigour, precision and efficiency;
- Excellent proofreading skills in French and English;
- Strong organizational skills and ability to prioritise;
- Professional presentation, discretion and diplomacy;
- Autonomy, resourcefulness and initiative;
- Strong interpersonal and communication skills.

LetkoBrosseau

Salary and Benefits:

- Very attractive and competitive base salary, plus annual bonus;
- Generous medical, dental and life insurance as well as long-term disability insurance plans as of day one;
- Employer contribution to a deferred profit-sharing plan (DPSP);
- Corporate discount for your membership in a fitness center;
- Our offices are located in downtown Montreal, easily accessible by public transit, and steps away from a great selection of restaurants and shops!

Our mission is to provide a supportive and inclusive environment where all individuals can maximize their full potential.

If you are interested in the challenge, please submit your resume to careers@lba.ca.

We thank all candidates for applying, however only those selected for an interview will be contacted.