



Letko, Brosseau & Associates Inc.

Executive assistant

Letko, Brosseau & Associates is one of Canada's leading independent investment management firms, serving both institutional and high net worth clients. The firm's approach is based on fundamental analysis, broad diversification, an international perspective, careful security selection and low turnover. This approach has generated solid long-term results for clients since the firm's foundation in 1987. The achievement of strong returns along with excellent client servicing and high ethical standards are the principles that guide the firm and have contributed to its success throughout the years.

We are looking for an Executive Assistant to provide administrative and operational support to our President and our Vice Presidents.

Responsibilities:

- Write, format or translate a variety of documents (letters, reports or others);
- 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;
- Coordinate internal resources and third parties for the execution of projects;
- Ensure follow-up and do the relevant reminders requested by management;
- Prepare reports for upper management regarding status of project;
- Accomplish any other related tasks or projects at the request of the members of the executive team.

Requirements:

- College diploma or an equivalent combination of education and experience in administrative assistant skill set;
- 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 should have:

- Rigour, precision and efficiency;
- Excellent proofreading skills in French and English;
- Strong organizational skills and ability to prioritise;
- Professional presentation, tact and diplomacy;
- Ability to discreetly deal with confidential and sensitive matters.
- Attention to detail and accuracy.
- Autonomy, resourcefulness and initiative;
- Strong interpersonal and communication skills.
- Experience and judgment to plan and accomplish goals.

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The Benefits of Working for Letko, Brosseau & Associates Inc:

- 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, we offer a friendly and stimulating work environment.

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

This is a role with a variety of responsibilities, if you are interested in the challenge, please submit your resume to careers@lba.ca.

We welcome all qualified candidates to apply, however only those selected for an interview will be contacted.