



Letko, Brosseau & Associates Inc.

Project Coordinator

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. Outstanding financial performance, superior customer service and high standards of business ethics are the firm's guiding principles that contributed to its success over the years.

We are looking for a Project Coordinator. You will primarily provide administrative and operational support to the President and VPs of the firm.

- Coordinate internal and external resources for the execution of projects;
- Prepare reports for senior management on the status of various projects;
- Follow up and make the relevant reminders requested by management;
- Manage meetings, including room reservations and travel logistics;
- Write, format or translate a variety of documents (letters, reports or others);
- Accomplish any other related tasks or projects at the request of the members of the executive team.

Required profile:

- Diploma in secretarial, office administration, or related field, an asset;
- Minimum of 3 years professional experience as an executive assistant and/or other similar role;
- Bilingualism required (French and English) both written and spoken;
- Excellent knowledge of Microsoft Office Suite and good computer skills;

The ideal candidate:

- Rigor, detailed oriented and efficiency;
- Excellent document proof reading skills in French and English;
- Strong organizational skills and ability to prioritize;
- Professional presentation, tact and diplomacy;
- Ability to deal discreetly with confidential and sensitive matters.
- Attention to detail and precision.
- Autonomy, resourcefulness and initiative;
- Strong interpersonal and communication skills.
- Experience and good judgment in planning and achieving goals.
- Have good judgment, a sense of initiative and a sense of work well done;

Salary and Benefits:

- Very attractive and competitive base salary, plus annual bonus;
- Generous medical, dental and life insurance as well as short and long-term disability insurance plans as of day one;

LetkoBrousseau

- Employer contribution to a deferred profit-sharing plan (DPSP);
- Corporate discount for your membership in a fitness centre;
- Our offices are in downtown Montreal, easily accessible by public transit.

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

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

We thank all candidates for applying, however only candidates selected for interviews will be contacted.