

# Executive Assistant Opportunity



We are seeking an accomplished and experienced Executive Assistant for a full-time opportunity. Our client is an established Winnipeg based Real Estate brokerage providing specialization in sales, leasing, management and consultation services for the Winnipeg market.

## **Duties include, but not limited to:**

- Provide a broad range of administrative support to the President and Sales Team;
- Responsible for handling brokerage lease offers, and lease documents;
- Maintain broker files and other general office duties as required;
- Prepare correspondence, leases and reports;
- Compile and reconcile Property Management expense reports, deposits, payables, and financial statements;
- Respond to requests for information; and
- Manage calendars and bookings.

## **Qualifications and Skills:**

- Related post-secondary Diploma or Certification or equivalent experience;
- 5+ years administrative support experience in a professional environment;
- Real estate or law assistant experience is highly desired;
- Proficient in Microsoft Office (Word/Excel) and Publisher;
- Customer service oriented, organized, and details oriented;
- Capable of managing multiple tasks simultaneously; and
- Works well within a team setting and independently.

*For more information or to apply in confidence for this exciting opportunity, contact Sonia Sharma at [sonia@harrisleadership.com](mailto:sonia@harrisleadership.com). Please send a resume and cover letter quoting project #19114.*

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