



## Administrative Assistant/Receptionist



### The Company

Knightsbridge works with organizations to help them seamlessly execute their strategy through people. Teams of experienced specialists in Leadership & Talent Development, Executive Search & Recruitment, Career Development & Transition, and Workforce Management provide integrated solutions to deliver on your human capital needs. Knightsbridge has the people and services you need when you need stronger people.

Knightsbridge is Canada's fastest growing human capital company, with 26 offices and 250 employees across Canada, the U.S and the U.K., including Toronto, Montreal, Ottawa, Calgary, Vancouver, as well as Halifax, Moncton, and St. John's through our strategic alliance with Knightsbridge Robertson Surette. We serve our clients globally through strategic alliances with Lee Hecht Harrison for career transition services and Amrop for global executive search.

### Our Vision

We will be seen as reshaping the way the market unlocks its human and organizational potential.

### Our Mission

Great organizations are built by great people... we move people and organizations to greatness!

### Position Summary

The Administrative Assistant/Receptionist will provide support to our Executive Search Practice (greeting customers and clients, answering phones, etc.) as well as project coordination and administrative support to our Leadership Solutions practice in our Calgary location.

Committed to providing clients with a superior level of service, this role requires exceptional interpersonal and communication skills, organization, attention to detail, a positive attitude, responsiveness, a team player and someone that takes initiative. This role is an integral part of our team.

### Duties and Responsibilities

- ◆ Responsible for coordinating the details surrounding meetings between candidates, consultants and clients, short and long list interviews including making travel arrangements and booking meeting rooms. Arrange and participate in cross company meetings and conferences.
- ◆ Provides project coordination and administrative support (i.e., sets project plans, liaises with clients and project delivery consultants, tracks project progress, completes reporting, oversees logistics etc.) for Assessment, Coaching and Multi-Capability projects; also works in close collaboration and provides support to consultants in effectively pricing and timely invoicing of projects.
- ◆ Provides administrative support to both departments such as dicta typing or word processing documents and letters (confirmation letters, RFP's, expense reports, candidate reimbursements and monthly invoice/billings), preparing proposals, filing, answering phones, ordering supplies, courier/mail correspondence and/or information packages, or ordering catering for meetings and other services.
- ◆ Offers a high standard of customer service and professionalism through frequent interactions with clients (responding to incoming requests/inquiries, coordinating meetings, conducting follow-ups, sending/receiving messages).
- ◆ Responsible for various operating practices/processes such as record keeping systems, administrative processes, data administration. Assesses the above and where applicable will contribute ideas, create new systems/procedures; revise established procedures; and make



improvements. Maintain database of candidates (Encore/Cluen), clients and resources ensuring information remains current including business development tracking and opening/closing searches.

- ◆ Manages, organizes and compiles information and formats reports, graphs, tables, records and other sources of information for Partners using present (PowerPoint), and spreadsheets (Excel).
- ◆ Prepares materials and ensures proper delivery and set-up of materials and facilities for all leadership development programs.
- ◆ Organizes and maintains confidential files, proofs confidential reports and stores records and other sources of relevant information.
- ◆ Frequently uses various software programs such as Microsoft Office (Outlook, Word, Excel, PowerPoint) and related applications and tools (i.e., survey and assessment instrument software).
- ◆ Assists with marketing events (i.e., planning and organizing of marketing events, manages contacts database, invitations and follow-up activities).
- ◆ Shared reception and office management responsibilities (i.e., ordering supplies).

### **Experience and Qualifications**

- ◆ Diploma in Business Administration, Administrative Professional Certificate or equivalent preferred.
- ◆ A minimum of 5 years experience in a professional services environment (executive search, legal, consulting or other comparable industry).
- ◆ Experience working for multiple professionals with competing priorities.
- ◆ Strong technical abilities and the ability to learn new technology quickly and easily. Previous experience using candidate and accounting databases is an asset.
- ◆ Self confidence, self-starter, able to multi-task, ability to manage a significant workload.

### **Location**

Calgary, Alberta

### **Remuneration & Benefits**

Competitive salary plus bonus based on personal and corporate performance. Comprehensive benefits plan.

### **Application for consideration**

Please send your resume and covering letter outlining your interest in this role to:  
[internalopportunities@knightsbridge.ca](mailto:internalopportunities@knightsbridge.ca)