BRASSWATER

# ADMINISTRATIVE ASSISTANT /RECEPTIONIST

Reports To:

VP Investments & Managing Director, USA

Responsibilities and Duties:

- Front office duties; greeting visitors, answering phones, managing mail (including Fed-Ex etc) and managing office supplies
- Receiving calls, take messages and routing correspondence.
- Draft emails and other correspondence for the VP Investments & Managing Director
- Assist VP Investment with scheduling meetings & appointments
- Coordinate and organize business travel.
- Other duties/projects as required.
- Prepare and submit expense reports.

Qualifications & Experience Required:

- Full comprehension of office management systems and procedures
- Excellent knowledge of MS Office; Word, Excel
- High level verbal and written communications skills
- Fully bilingual in French & English
- Exemplary organizational, planning and time management skills
- Ability to multitask and prioritize daily workload
- Discretion and confidentiality