



KINGSDALE
Shareholder Services

Job Description

Administrative Assistant

Kingsdale Shareholder Services
The Exchange Tower
130 King Street West, Suite 2950
Toronto, ON, M5X1E2

I. Your Career as a Kingsdale Administrative Assistant

Reporting to the President, the Administrative Assistant has the primary responsibility in assisting the Executive team in the performance of their duties and providing administrative support to multiple Kingsdale business lines including the Marketing and Proxy groups.

The highly motivated, success-driven candidate will be responsible for both general executive administrative tasks as well as operational and project management activities.

II. How You Will Contribute

Executive:

- Arrange corporate sales/client management travel and meetings, draft itineraries; schedule flights, arrange lodging and meeting accommodations.
- Coordinate and support the development of meeting materials (agendas, presentation decks, brochures)
- Facilitate executive expense reporting processes.
- Ensure Salesforce is continually updated with new key contact information including board and management appointments, board connections, AGM results, etc.
- Other administrative support and special projects as assigned including filling in for receptionist occasionally.

Marketing:

- Attend and coordinate logistics for Kingsdale led events and corporate conferences.
- Maintain Kingsdale branded documents and templates.
- Work with Kingsdale Directors and Analysts to draft case studies and marketing materials.
- Conduct and maintain marketing research and industry stats.
- Identify and lead sponsorship campaigns and award opportunities on behalf of KSS.
- Coordinate communications between Kingsdale, clients and professional advisers.

Proxy:

- Maintain the in-house filing system (electronic/hard copy) of pertinent client materials and complete monthly QA reports.
- Set up internal client filing + news alerts.
- Provide scheduling, tracking & oversight of calendar driven deliverables, such as final reports, vault audits, cash reconciliations, project work etc.
- Work with Analysts to prepare all necessary meeting materials for Executives.

III. **Qualifications & Attributes:**

- **Professional Demeanor, Attention to Detail, Deadline-Oriented, Travel Logistics, Client Confidentiality, Time Management, Dependability, Data Entry Management, Administrative Writing Skills**
- Organized and resourceful individual able to work independently or in a team liaising with clients, employees, management and senior leaders.
- Experienced with strong analytical and problem solving skills.
- Ability to prioritize and multi-task, meet deadlines in a dynamic, fast paced environment.
- Commitment to the quality of deliverables with the ability to resolve issues before escalation in a professional manner.
- Reliable, responsible and motivated with excellent communication and presentation skills.
- Flexibility in hours, ability to work overtime if necessary.
- Demonstrated knowledge of Microsoft Office (Excel, Word, PowerPoint, etc.).
- Experience with Salesforce highly desired.
- University or College education in Business Administration or related discipline.
- 1-2 years of experience in admin or similar role.