



ADMINISTRATIVE ASSISTANT (18 MONTH CONTRACT)

Sprucegrove Investment Management Ltd. is a Toronto- based investment management firm with a value style, specializing in Global equities for institutional clients. At Sprucegrove, we are an inclusive and diverse team; committed to supporting our employees and helping our clients succeed!

The Administrative Assistant provides administrative support including front desk reception, clerical and logistical matters. Other responsibilities include supporting the management of office and building services.

The Administrative Assistant responds promptly, thoughtfully, and effectively to changing work environments, changing priorities, and new situations. With skills and the ability to communicate effectively and appropriately with internal resources, clients, and other parties in a global and virtual working environment, the Administrative Assistant is integral to the efficient workflow within the office environment.

Demonstrated initiative and the ability to complete tasks with minimal instruction and oversight are imperative to success in this position. Based on Sprucegrove's global reach, flexibility is important.

What you will do:

- Provide administrative support including incoming and outgoing mail and couriers, sending and receiving general office correspondence, preparing and assembling documents and assisting with administration of all office functions that are assigned
- Prepares and produces high-quality documents including presentations and other correspondence
- Assist with calendar management of executives
- Schedule and coordinate meetings, including room reservations and catering, delivery and set up
- Assist with the coordination and processing of corporate travel requests
- Assist with coordination of expense management
- Ensure incoming calls, emails and other documents are addressed promptly and professionally or are directed to the appropriate individual.
- Ensuring that the reception area, kitchen and meeting rooms are maintained and welcoming at all times.
- Oversee and coordinate office equipment with relevant parties
- Manage inventory of all appropriate office and kitchen supplies
- Manage petty cash and reconcile it on a monthly basis
- Provides backup assistance to other areas/administrative assistants

What you will bring:

- A minimum of 5 years' experience in a similar role in a professional services environment
- Post-secondary diploma or degree in business administration or an equivalent combination of education and experience
- Superior computer skills including advanced proficiency in Microsoft Office (Outlook, Word, Excel, Power Point)
- Ability to manage competing priorities in a busy office environment
- Highly cooperative, demonstrates a willingness to assist others and take on new responsibilities
- Ability to build and maintain effective working relationships with team members
- High degree of personal responsibility and accountability
- Attention to detail
- Self-motivated with proactive approach to completing tasks
- Works with a sense of urgency and is able to meet deadlines
- Excellent verbal communication skills with professional telephone manners
- Ability to exercise good judgment, tact and diplomacy



Our employees are the foundation of our success with a focus on always doing what is right for our clients. We are proud of our diverse and unique backgrounds and respect the rights of all to be treated with dignity and respect.

All employment decisions will be based on merit, skills, performance, and business needs. We encourage applications from all qualified individuals from a variety of backgrounds. Applicants may notify us of any accommodations needed to support participation in the recruitment process.

We wish to thank all applicants for their interest and effort in applying. Please note only candidates selected for interviews will be contacted for this position.

Interested applicants can forward their applications (resume & cover letter) to: careers@sprucegrove.com