

Summary

Based within the downtown Toronto *office*, the **Manager Assistant (“MA”)** is responsible for supporting the day-to-day business activities of a team of *senior managers and managers* in the *Advisory Services* practice.

You will be responsible for preparing documents, ensuring consistency with firm standards, organizing logistics and materials for internal and external meetings, making travel arrangements, preparing expense reports, and other related duties that will enhance the effectiveness of your managers. Manager Assistants will be required to support a team of staff that could range from 6-12 senior managers and/or managers, depending on the group or line of service; assignments are subject to change as required by the practice.

Critical attributes for the MA position include: a positive, proactive “can do” attitude and excellent interpersonal and communication skills. Your attention to detail, ability to handle multiple priorities and your flexibility to adapt to changing demands and deadlines, will be essential to your success.

Primary Responsibilities

- Document Production – responsibilities include: typing, formatting and editing of proposals, reports, correspondence, spreadsheets and presentations using the MS Office suite of products, or proprietary software as required; applying global branding standards consistently to all documents; working with internal staff (at all levels) and clients in order to finalize documents; and coordinating with other departments (marketing, different teams, the copy and mail centres, etc...) to ensure the timely production of documents.

Other Responsibilities

Your duties may also include the following:

- Draft standard and non-standard correspondence
- Organize logistics and material for internal and external meetings and training sessions – this could include: reserving meeting space, audio visual equipment, arranging for catering; and setting up conference calls
- Book travel (both domestic and international) using American Express travel *or the firm’s preferred travel provider*
- Prepare and submit expense reports for assigned managers
- Fax, photocopy, scan documents, and file correspondence
- Sort and circulate incoming mail

- Answer and respond to telephone calls transferred from managers' voicemail. During extended 'manager' absences, provide telephone coverage and check voicemail
- Provide details of managers' whereabouts and/or availability by viewing their Lotus Notes calendar
- Other administrative duties that will enhance the effectiveness of your managers
- *Compile tax returns*
- *Type financial statements*

Career Profile

Personal Competencies

- Advanced level of proficiency in MS Office, with strong skills in Word, PowerPoint and Excel
- Able to communicate effectively with the team, other staff and clients
- Adaptable and able to work within tight deadlines, showing flexibility
- Excellent oral and written communication skills (including strong spelling, editing, proofreading, punctuation and grammar skills)
- Effective listening skills
- Exhibit integrity and maintain an image of professionalism
- Exceptional organizational skills and the ability to prioritize multiple responsibilities
- Excellent judgement and strong problem solving skills

Experience

This role is best suited to an individual who possesses a minimum of 3+ years of relevant experience in an administrative role, preferably in a professional services (i.e. legal or accounting) environment, supporting a fast-paced, professional team of *managers and senior managers*.

Education

High school diploma required.

Post-secondary school studies (certificate/diploma) in Office or Business Administration is an asset. (*Bilingualism is an asset*).

Other Information

- Preferred working hours: 8:30 a.m. to 5:00 p.m.
- Flexibility to work overtime when required

We thank all applicants in advance for their interest. Those who offer the specific combination of experience and credentials most suitable to our requirements will be contacted.

To apply to this position please visit our website at www.pwc.com/ca and click on the careers tab and proceed to Experienced Candidates and apply directly.

PricewaterhouseCoopers is committed to building a diverse workforce representative of the communities we serve. Qualified candidates are encouraged to apply.