

Based within the Toronto office, the Partner Assistant (“PA”) is responsible for supporting the day-to-day business activities of a group of partners in the Advisory practice.

Your primary responsibilities will include: the day-to-day management of your partner’s Lotus Notes calendar; the monitoring, reviewing and responding to the partner’s e-mail; answering in coming calls and checking your partner’s voicemail; and prioritizing the flow of work to your partners. A significant portion of your time will be spent monitoring your partner’s financial investment.

Critical attributes for the PA position include: a positive, proactive “can do” attitude and excellent interpersonal and communication skills. Your attention to detail, discretion in handling confidential information and your ability to prioritize and adapt to changing demands and deadlines, will be essential to your success.

Primary Responsibilities

- Manage the Lotus Notes calendar for each partner assigned.
- Review, monitor, and respond to the partners’ e-mail on a timely basis.
- Manage your partner’s overall financial investment. This consists of: adhering to the billing schedule laid out in the Letter of Engagement; reviewing each account to ensure time and expenses have been entered properly; drafting and issuing of invoices; following up on outstanding accounts both with internal staff and clients (accounting department).

Other Responsibilities

Your duties may also include the following:

- Prioritize and manage the flow of work passed through to partners for review
- Provide telephone coverage for your partners. This includes: answering their telephone, checking voicemail and setting up conference calls
- Book travel (both domestic and international) using American Express travel
- Organize logistics and material for internal and external meetings and training sessions – this could include: reserving meeting space, audio visual equipment, and arranging for catering
- Prepare and submit expense reports on behalf of your partners
- Draft standard and non-standard correspondence
- Document production – this may include: formatting and editing proposals, reports, correspondence, spreadsheets and presentations using Word, Powerpoint, Excel or other software as required. This may also involve coordinating with other departments to ensure the timely production of documents.
- Other administrative duties that will enhance the effectiveness of your partners

Career Profile**Personal Competencies**

- Strong client service focus in dealing with both external and internal clients, displaying an image of professionalism, discretion, integrity and tact
- Excellent judgement and strong problem solving skills, including a proactive approach to working with staff and clients at all levels while demonstrating flexibility
- Exceptional organizational skills and ability to prioritize multiple responsibilities
- Effective listening skills

- Excellent oral and written communication skills
- Solid understanding of financial principles as they relate to billing and collection of fees
- Excellent technical skills in MS Office (Word, Excel, PowerPoint)

Experience

This role is best suited to an individual who has a minimum of 5+ years of relevant experience in an administrative role, preferably in a professional services (i.e. legal or accounting) environment, supporting staff at a senior level.

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.