

# Executive Search Administrator



Are you a motivated and driven administrator that is a stickler for detail? Are spreadsheets your best friend? Legacy Bowes, a leading executive search firm, is seeking an **Executive Search Administrator** to join our growing team!

The **Executive Search Administrator** is a key member of the Executive Search Team. Reporting to the Director, Executive Search and the Team Lead, this role will coordinate, track and steward key activities within the search process with a focus on candidate experience. This includes following up on candidate assessments, materials and communications within tight project timelines. In addition, the successful individual will use their strong English language skills to edit and proofread client facing documents.

The **Executive Search Administrator** will also be responsible for keeping things organized by setting up folders for all new projects, setting up and updating billing sheets, updating project tracking tools, and scheduling interviews and interview preparation sessions with candidates. This role will also provide backup support to the Recruitment Support Coordinator as needed.

The ideal individual will take ownership of all candidate communications and tracking and provide administrative support to the whole Executive Search team.

Legacy Bowes has a fantastic, friendly, and open company culture with a common client focussed "helper" attitude.

## EDUCATION AND SKILLS

- Minimum 3 years' experience working in an office environment/administrative capacity
- Degree or diploma in Business Administration, English/Journalism, or related area is an asset
- Exceptional written and oral communication skills
- Strong team player with the ability to contribute positively to a team environment
- Advanced Skills in Microsoft Office programs such as Outlook, Word, Excel and PowerPoint
- Experience with Microsoft Publisher is an asset
- Experience using database software is an asset
- Excellent organizational skills and attention to detail
- Ability to work independently and take initiative

If you would like more information about this position, please contact **Tracy Klassen, Team Lead, Executive Search**, Legacy Bowes at (204) 934-8830.

If you believe you can make a strong contribution to Legacy Bowes as an **Executive Search Administrator**, please submit your resume in confidence to [tracy@legacybowes.com](mailto:tracy@legacybowes.com) quoting position #203240.

