



WE'RE HIRING

SENIOR ADMINISTRATIVE PROFESSIONAL

Founded in 2006, **CMR Consulting Inc.** is a boutique consulting firm specializing in Strategic Planning, Indigenous Inclusion, Stakeholder Engagement, Communications, and Sustainability and ESG. We deliver innovative, customized solutions for various industries, Indigenous communities and businesses, Government, private sector, and not-for-profit organizations. We work with our clients to inspire change and deliver results — while having fun because we LOVE what we do!

We are currently seeking a Senior Administrative Professional to join our high-performing team. If you are excited about using your skills to contribute to the success of our clients, want to work with a bunch of really great people in a demanding fast-paced environment, and are passionate about delivering quality work, we'd love to hear from you.

What you'll do:

In this role, you'll support our President as an executive assistant, ensure our office runs smoothly, develop and implement processes that optimize our team's performance, and be a daily contributor to our positive, optimistic, and resilient culture. Your outstanding interpersonal and communication skills, obsession for accuracy and detail, strong writing/editing ability, passion and skill for all things Microsoft software, love of herding cats, and the occasional Friday dance party will be daily contributing factors toward our clients' and firm's success.

Key responsibilities:

- Work closely to assist the firm's President
- Provide overall administrative support to our growing core team and associates
- Prepare a wide variety of correspondence and documents including letters, forms, reports, templates, spreadsheets, and other documents
- Manage software accounts such as Teamwork, FreshBooks, etc.
- Administer receivable and payable tracking
- Support with finalizing invoices and preparing monthly packages for our bookkeeper
- Maintain team calendars and email accounts, schedules, and coordinate meetings and conference room bookings
- Make travel arrangements
- Answer and route incoming calls/emails and manage requests
- Assist with event planning as part of our community engagement service offering
- Support the team as needed with other fun stuff!

Requirements:

- 5+ years of relevant experience in an administrative/professional support function, demonstrating progressive responsibility in high-performance work environments



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- Professional level of written and oral communication skills in English
- Strong proficiency in MS Office applications (Word, Excel, PowerPoint, Outlook)
- Database management and reporting, graphics and presentations, and template and spreadsheet development are a MUST
- Strong work ethic and reliability
- Able to work independently with minimal supervision
- Able to handle multiple tasks/projects simultaneously
- Excellent attention to detail and highly organized with the ability to set priorities
- Analytical and problem-solving skills
- A sincere enjoyment of collaborating with people for mutual success

The attributes that align with CMR's values and culture:

- Teamwork
- Willingness to learn
- Positive attitude
- Going above and beyond
- Dependable work ethic and reliability
- Analytical problem-solver
- Strategic and creative mindset
- Honesty and integrity
- Collaboration
- Someone who enjoys working with others with a 'pitch-in' attitude

Start date: As soon as possible

How to apply:

If working with CMR as an Administrative Professional sounds exciting, challenging, and fun, and you have the qualifications we are looking for, we want to hear from you. Please send a cover letter, your resume, and salary expectations to: deborahs@cmrconsulting.ca. The job posting will remain active until we find the right candidate.

This is a full-time, downtown Calgary office-based position.

To learn more about CMR's work, clients, and team, visit us at: www.cmrconsulting.ca.