



POSITION DESCRIPTION

Pekarsky & Co.

Executive Services Coordinator

November-2022



Business Address

Suite 200, 137 - 8 Avenue SW
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Contact

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PEKARSKY & Co.
we know people



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THE ORGANIZATION

Pekarsky & Co.

Pekarsky & Co. ("P&Co.") is Western Canada's leading boutique executive search firm. We partner with our clients and community in a meaningful way through our core values of trust, discretion, and excellence in all we do. Headquartered in Calgary, with operations in Toronto and serving all of Canada, we offer recruitment and leadership development solutions for executives.

The firm's extensive track record and array of satisfied clients serve as testimony to our commitment of being a search firm leader in our sector. The firm upholds the following values: create respectful, sustainable business relationships; build and maintain a strong reputation based on exceptional service of individuals and organizations alike; develop exclusive relationships with top candidates; and grow leadership capabilities in the community.

P&Co. is involved in the community and believes strongly in volunteerism and philanthropy. We are proud to punch well above our weight not only in the search work we undertake for our clients but, more importantly, in terms of our community contributions.

We are located in a fantastic heritage building on Stephen Avenue mall, enjoying access to a rooftop patio (the venue for our annual Stampede party) as well as The Cellar wine store and a secret passageway to Murrieta's restaurant. We are big enough to compete for search work with the large international firms yet small enough to know our colleagues as people, not just employees. We believe that search should be fun, collaborative, and financially rewarding. Above all, we take great pride in turning candidates into clients, clients into friends and competitors into admirers.



THE ROLE

Executive Services Coordinator

Reporting to the Director, Marketing & Administration, and working with all members of the P&Co. team, the Executive Services Coordinator will be responsible for supporting the P&Co. team on all administrative tasks as required.

Key duties include reception desk duties, and support with office management, billing and bookkeeping, search work, and client management.

Success in this role will require excellent verbal and written communication skills, dynamic customer service skills, ability to work in fast-paced environment and well developed interpersonal, organization, multitasking and problem-solving skills. The successful candidate must be proficient in Microsoft Office, knowledgeable with Mac computers, and be able to learn to use our database and other software proficiently. A positive attitude and team player mentality is essential to success at P&Co. Every member of the firm is expected to bring a 'no task is too small' mindset to work every day.



Role Responsibilities

- Serving front desk duties as the “front office” host for visitors and staff.
- Monitor and maintain office and kitchen supplies.
- Respond to and direct all in-person, telephone and email inquiries.
- Coordinate team member expense claims for bookkeeping.
- Schedule any necessary project or office meetings for the team as required.
- Manage the receiving and sending of office mail and deliveries.
- Assist with project coordination of scheduling, bookings, purchases, or deliverables.
- Assist with the ordering and provision of breakfast/lunch for meetings, as required.
- Conduct post-search closing tasks such as post-search survey distribution and “thank you” card distribution.
- Management of office inquiries for the team and external suppliers.
- Liaise with external vendors and suppliers for office maintenance including, telecommunications services, technology services, cleaners, lighting and repairs, equipment and building lease, landlord queries, etc.
- Assist in office management to ensure smooth operations of the organization
- Assist Director, Marketing & Administration with other various administrative tasks as required.



THE CANDIDATE

Core Competencies

The following qualifications are desired for the successful candidate applying to this role:

- Prior experience as front desk representative is considered an asset
- Technical proficiency with Microsoft Office Suite on Apple products
- Technical aptitude for learning of our database, software, and systems.
- Ability to manage multiple tasks at once and the ability to prioritize tasks accordingly
- Self-starter mentality and drive to undertake projects with initiative
- Familiarity with office equipment such as printers, desktops, telecommunications devices, etc.
- Superb customer service skills
- Ability to effectively interact with clients and candidates with tact and professionalism, maintaining discretion with regard to confidential company and client matters at all times

Personal Characteristics

Equally important to the technical skills and experience are the personal characteristics, attitude, and leadership ethos that the successful candidate will bring to the role. This includes the following:

- Have a strong work ethic with a calm, well-managed approach to your work particularly when working on multiple assignments
- An unwavering commitment to confidentiality, maintaining integrity, professionalism, and high ethical and personal standards
- Be a self-starter who is motivated to take action, prioritize tasks, manage timelines to meet deadlines, be resourceful, and take pride in the work
- A professional demeanor and exemplary interpersonal skills
- Have a high level of energy, enthusiasm, and motivation, with a focus on teamwork and client service
- Understand how to relate effectively with clients, visitors, vendors, and employees
- Have superior communication skills
- Have strong organizational skills to perform and prioritize multiple tasks with excellent attention to detail
- Make a positive first impression
- Be open and responsive to feedback

Contact Us



Kiara Marika – Director, Marketing & Administration

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Kiara is the Director of Marketing & Administration at P&Co., where she has oversight and responsibility for all the firm's marketing and operations functions. With a strong and diverse background in Marketing & Finance, Kiara is now furthering her education by completing her MBA at the University of Calgary.