



JOIN OUR PURPOSE-DRIVEN MANAGEMENT CONSULTANCY

Quinn & Partners is a leading management consultancy specializing in corporate sustainability, responsible investment, climate and impact. A certified For-Benefit Corporation and ranked as one of Canada's Fastest Growing Companies with a youthful, purpose-driven team, we are creating a new role to provide support to our team of consultants.

The Administrative Assistant supports all key business processes, reports to a member of our leadership team and is based in our Toronto office.

The position is a great opportunity for an experienced administrative professional to make a personal mark and contribute to purposeful business. We can offer you competitive pay, a unique culture and a high-performing team that listens and is open to try new things.

About Quinn & Partners

Quinn & Partners works with companies and investors to embed sustainability in corporate strategies and to measure and report on results. Our clients are well-known TSX and NYSE listed and Fortune500 Canadian and US corporations, as well as many of the largest North American pension plans and institutional investors.

Our vision is to be our clients' trusted advisor in all matters relating to sustainability and ESG. Our mission is to advance sustainability integration in business and capital markets.

Based in Toronto, Vancouver and Montreal, we have approximately 30 employees. We are majority women and employee-owned.

We are in business to create positive returns for shareholders, employees, clients, the environment, our local communities and society at large. This is demonstrated by our B-Corporation certification that ranks us as "Best of the World" for Overall, Governance and Worker Impact. Our values and our equity, diversity and inclusion policy and action plan demonstrate our proactive and inclusive approach to business. We walk the talk.

How you will contribute

Our Administrative Assistant is a new role created to support our needs as a growing organization. You will manage our office infrastructure and support operations and marketing. You will have key accountabilities that align with the following responsibilities:

Office management - ensure a pleasant and well-working office

- Liaise with IT, landlord and facilities service providers
- Procure office supplies and equipment

- Administer our hybrid working model
- Maintain scheduling for management team
- Organize company events and offsites
- Manage digital filing structure and contracts

Operations – support the processes and tools that keep our business running smoothly

- Assist teams to schedule multi-stakeholder interviews and meetings
- Support developing and updating project tools and templates
- Keep company databases and planning tools up to date
- Support recruiting and onboarding of new employees
- Track conferences and training

Marketing – support our brand building and sales activities

- Maintain marketing collateral
- Maintain website and social media profile
- Administer our customer database
- Support development of proposals and pitch decks
- Maintain company general e-mail account

What we are looking for

We seek a professional, pro-active and highly organized individual with a kind and outgoing personality. You ask questions and pay attention to detail. You are creative in solving problems. You like new challenges. To succeed, we believe you have experience from organizations where written communications, customer service and quality delivery are paramount.

We believe the following experience and expertise are important:

- At least 5 years experience in an administrative or executive assistant role
- Academic degree
- Excellent command of written English; French is a plus
- Good eye for design and document layout
- Great project management skills
- Expert user of MS Outlook, Excel, Word and Power Point
- Experience with website management and social media

What you can expect

- You will be located in our Toronto office, where the majority of our employees are. You are expected to be in the office at least 50%, in accordance with our hybrid policy
- Compensation is competitive with the market and based on experience (\$50,000-60,000). It consists of base salary and a bonus tied to our company's success. We offer 25 paid days off each year, Equinox gym membership/Presto transit pass and a competitive benefits package (dental, drug, extended health, vision)
- People-oriented policies address flexible work arrangements, conference attendance and parental leave
- An appreciation for diversity, equity and inclusion. We believe when people feel valued, respected and included, they are able to achieve their full potential, be more productive, and feel successful and fulfilled

How to apply

Please apply to careers@quinnandpartners.com by March 31 with:

- Cover letter (one-page max)
- Curriculum vitae (two-page max)
- Academic transcripts and professional certificates
- Complete our equity, diversity & inclusion self-identification questionnaire (optional – the questionnaire and instructions can be found on our [website](#))
- Note that as a part of the recruitment process, we will ask for references and do a background check

Quinn & Partners is an equal opportunity employer and seeks to pursue fairness and equity and minimize conscious and unconscious bias in our hiring practices. We are committed to growing a team with diverse backgrounds and experiences. If you require or would like any accommodation in the recruitment process, please let us know in your cover letter.

We will review applications as they are received but may not respond right away. We appreciate your patience.

We look forward to hearing from you!

<https://www.quinnandpartners.com/>

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