

Administrative Assistant



Company: Bullion Management Group Inc.

Region: Markham

Corporate Overview: Toronto-based Bullion Management Group Inc. is one of the world's fast-growing precious metals bullion investment companies. Since 2002 BMG, through its subsidiary, Bullion Management Services Inc., has managed BMG BullionFund, the world's first open-end mutual fund trust with a fixed investment policy of purchasing equal dollar amounts of uncompromised gold, silver and platinum in bullion form and recently a gold-only fund, BMG Gold BullionFund, was launched. In 2008, a second product offering BMG BullionBars was added which provides investors a secure, cost-effective and convenient way to buy and store certified investment-grade, Good Delivery Standards gold, silver and platinum bullion bars. BMG manages over \$300 million in assets.

Position Summary: Represent and provide administrative services to the VP, Business Development of BMG.

Responsibilities:

- Organize the activities of the Vice President using independent judgment, discretion and diplomacy such as screening requests and identifying issues to determine priority; screening visitors, phone calls, reading and ranking incoming and electronic mail.
- Respond to such emails and inquiries as required.
- Contact prospective advisors and/or their assistants to arrange meetings for the VP of Business Development.
- Operate independently with minimal direction while keeping the Executive informed of "variances to plan", potential problems and/or sensitive issues, etc.
- Identify potential problems and shifting priorities in order to adjust Executive's schedule.
- Brief Vice President before appointments or meetings with appropriate background information.
- Liaise with high profile advisors / clients and senior management team.
- Manage and maintain executives' schedule.
- Coordinate meetings and appearances on behalf of Executive held locally, nationally, and internationally (book travel arrangements and monitor to ensure maximum efficiency / accuracy.)
- Plan, organize and follow-up on details relative to internal and external meetings, special events / trade shows.
- Process expense reports and generate sales reports and summarize key points.
- Arrange meetings, provide materials and transcribe meeting notes both written and verbal.
- Maintain a comprehensive computerized diary, card-files (networking), and filing system.
- Aid in the coordination of press and media appearance meetings, staff meetings and employee events.
- Assess and implement charitable events.
- Prepare confidential, strategic or specialized correspondence, memos, minutes, and reports.
- Compose letters, memorandums, and reports on behalf of the executive by identifying required information, gathering research information from appropriate sources.
- Receive visitors and answer phone calls, providing information and referring to appropriate individuals using judgement of sensitivity and confidentiality.
- Work with administrative support team as required.
- Assist with special projects when required.
- File and retrieve documents, records, and reports.
- Develop specific goals and plans to prioritize, organize, and accomplish work while ensuring deadlines are met. Managing one's own time and the time of others.

- Establish and maintain interpersonal relationships by developing constructive and cooperative working relationships. Communicate with people outside the organization, representing the organization to customers, the public, government, and other external sources.

Requirements:

- Post Secondary Degree with 5 or more years of related experience.
- Excellent Microsoft Office, Word, Excel, PowerPoint and CRM software skills.
- Strong communications and interpersonal skills in order to interact with a wide range of individuals and situations which require tact, diplomacy, and discretion.
- Ability to liaise with all levels of the organization and external contacts and use strong network skills to achieve results and obtain information required.
- Ability to adapt to changing priorities in a calm and professional manner.
- Excellent organization and time management skills.

Application Process:

Please forward your cover letter and resume to hr@bmgbullion.com

At time of application please indicate your level of knowledge in the precious metals market.