

The Opportunity

Timelo Investment Management Inc., a leading and growing independent alternative investment management firm, is seeking a proactive and highly organized **Executive Assistant** to support the Founder & President. The successful candidate will be a key contributor to the day-to-day efficiency of operations and will play a central role in ensuring seamless communication and execution across the firm. We are targeting individuals who are local to the Aurora region.

Key Responsibilities:

- Provide executive-level administrative support, including calendar management, meeting coordination and follow-up, and travel arrangements.
- Serve as a point of contact for internal and external communications, maintaining a high level of professionalism and confidentiality.
- Prepare and format reports, presentations, meeting agendas, and other internal documents.
- Coordinate internal meetings, team events, and investor meetings, including preparing briefing materials and taking minutes from time to time.
- Maintain organized systems for filing, documentation, and general office administration.
- Support the execution of vendor contracts, expense reporting, and corporate invoicing.
- Liaise with service providers, partners, and clients.
- Assist with ad-hoc projects and operational initiatives as required.

Qualifications:

- 3+ years of experience in an executive assistant or senior administrative role.
- Experience supporting senior leadership in financial services or a professional services firm is preferred.
- Strong proficiency in Microsoft Office Suite (Word, Excel, PowerPoint, Outlook).
- Excellent written and verbal communication skills with a keen attention to detail.
- Demonstrated ability to manage multiple priorities and meet deadlines in a fast-paced environment.
- Discretion, sound judgment, and a high degree of professionalism.
- Positive attitude, strong work ethic, and collaborative team player.

What Will We Offer?

- A comprehensive and competitive total rewards package.
- Competitive base salary commensurate with experience along with discretionary bonus.
- Group benefits.
- A high-performance team environment with direct exposure to leadership.

Application Process

Please email your resume (1-page max) and cover letter to careers@riskreward.ca with the subject line “Executive Assistant Application”

At Timelo, we are committed to diversity and equitable access to employment opportunities based on ability. We thank all applicants for their interest but will only contact candidates selected to advance in the hiring process. If you are contacted for a job opportunity and require accommodation, please email



careers@riskreward.ca so we can ensure you have an accessible candidate experience throughout the recruitment process.

