



Executive and Legal Assistant

Who We Are

Located in Vancouver, Cressey Development Group is a leading real estate firm established over 55 years ago. We create exceptional homes, communities, and commercial spaces that redefine how people live, work, and connect. With a commitment to superior design and quality construction, Cressey continues to build on a legacy of excellence. This is Where Great Places Begin. This is Cressey.

Job Overview

Reporting to the Chief Financial Officer (CFO), the Executive and Legal Assistant provides comprehensive support to both the CFO and the President in advancing organizational objectives. This role is actively involved in the coordination and execution of general business operations and serves as a key point of contact for executive support, while also assisting with a wide range of corporate legal and administrative matters.

Key Responsibilities

- Support the execution and coordination of corporate legal agreements, including:
 - Construction and term financing (new and refinancing), assisting with the completion of conditions precedent.
 - Maintenance of central securities registers, Directors' Resolutions, share certificates, corporate minute books and annual filings.
 - Incorporation and dissolution of legal entities.
- Maintain and organize corporate legal documentation, including financial reports and periodic statutory filings.
- Serve as a liaison with external partners, specifically legal counsel, lenders, private bankers and insurance consultants.
- Handle sensitive corporate matters with discretion and professionalism, ensuring confidentiality at all times.
- Prepare a variety of documents with accuracy and efficiency, including stakeholder reports, presentations, spreadsheets, and correspondence.
- Maintain and update corporate organizational charts.
- Reconcile and process expense reports for executive team
- Act as the primary point of contact between senior executives and internal/external stakeholders, facilitating smooth communication and follow-up.
- Coordinate comprehensive travel arrangements for executives, including meeting planning and preparation of briefing materials.
- Provide calendar management for the CFO and President, prioritizing requests, resolving scheduling conflicts, and coordinating meeting logistics.
- Organize and coordinate meetings, including preparing agendas, distributing background materials, and compiling summary documents to support effective decision-making.
- Provide personal executive assistance to the C-suite as needed.
- Perform additional administrative and support duties as required.



Skills and Qualifications

- Post-secondary education in legal administration, business administration, or a related field (e.g., Legal Assistant or Paralegal diploma) is an asset, but not required with strong, relevant experience.
- 3+ years experience as an Executive Assistant; financial services or legal firm experience is preferred
- Highly Proficient in Microsoft Office (specifically Excel, Outlook, and Word)
- Adaptable and comfortable in a fast-paced, ever-changing environment.
- Proven ability to deal with sensitive materials with a high degree of tact and discretion
- Polished and professional business communication skills
- Outstanding organizational skills with the ability to effectively multitask, time manage, and prioritize tasks
- Strong attention to detail with excellent problem-solving and analytical skills
- Quick learner and works well independently and in a team setting
- Adaptable to change and continuously seek out improvements to existing processes

Interested in joining our team? Please send us an email at careers@cressey.com, including your resume, a brief introduction of yourself, and what brings you to Cressey. We review candidates promptly and will be in touch if your experience aligns with the role.

We look forward to connecting with you!