



Executive Assistant

Employment status: Full-time, 1.0 FTE

Reports to: Founding Principal

Location: Vancouver, BC

Salary band: \$85,000 to \$100,000

Position Summary

The Executive Assistant provides senior-level, highly confidential support to Michael Green Architecture (MGA) Founding Principal and contributes to the effectiveness of the senior leadership team. This is a high-trust role requiring sound judgment, foresight, discretion, and consistent follow-through.

The role manages the Founding Principal's calendar, inbox, travel, priorities, and business administration while coordinating leadership operations, confidential governance matters, and Principal-specific business development activity. The Executive Assistant anticipates needs, brings structure to complexity, and helps ensure the Founding Principal's time and attention remain focused on the work with the greatest impact.

Key Accountabilities

Principal Support & Priorities

- Manage a complex and frequently changing calendar, prioritizing meeting requests, protecting focused work and design time, and resolving scheduling conflicts
- Monitor and organize the Founding Principal's inbox, flag critical correspondence, draft responses, and support timely follow-up
- Coordinate regular priority and workload check-ins and track commitments, decisions, and action items
- Prepare meeting materials, briefing notes, background research, presentations, and itineraries
- Handle sensitive and confidential information with sound judgment and discretion

Executive Travel & Speaking Engagements

- Coordinate the Founding Principal's frequent and complex travel, including flights, accommodations, ground transportation, itineraries, client visits, conferences, lectures, and speaking engagements

- Maintain an integrated view of travel, studio presence, meetings, and preparation requirements
- Track conferences, lectures, speaker fees, and related commitments in partnership with Finance and the business development team

Leadership & Governance Administration

- Coordinate senior leadership team meetings, including scheduling, agendas, materials, minutes, and action-item tracking
- Prepare, organize, and maintain confidential board, ownership, and governance-level records
- Coordinate the review and signature of NDAs, contracts, fee letters, and other business documents, working with the appropriate internal owner
- Draft or coordinate leadership communications and ensure decisions reach the appropriate people
- Serve as a key link between the Founding Principal, senior leadership, and administrative functions

Business Development Support

- Maintain the Founding Principal's contacts, activities, meeting notes, and follow-up in CMAP
- Research clients, contacts, organizations, and opportunities and prepare concise briefing notes before meetings and pitches
- Coordinate the Founding Principal's contribution, availability, review, and approval for proposals and fee letters
- Track relationship commitments and follow-up arising from the Founding Principal's business development activity

Financial, Professional & Technology Administration

- Coordinate timely reporting of the Founding Principal's billable time to Finance
- Prepare expense reports and reconcile receipts, credit card charges, travel expenses, and reimbursements
- Track the Principal's individual professional registrations, memberships, and continuing education requirements
- Maintain and coordinate secure access to the Founding Principal's business accounts and professional platforms using MGA-approved password-management practices
- Liaise with IT regarding the Founding Principal's computers, mobile devices, software, and related technology needs

Qualifications & Experience

- 5+ years of progressive experience supporting a senior executive, owner, founder, or principal, ideally within architecture, design, engineering, consulting, or professional services
- Post-secondary education in business administration, communications, or a related discipline is preferred; an equivalent combination of education and experience will be considered
- Demonstrated experience managing complex calendars, executive travel, confidential correspondence, and competing priorities

- Experience supporting leadership meetings, governance records, contracts, or board-level administration
- Strong business writing, editing, research, and document-preparation skills
- Advanced proficiency with Microsoft 365, including Outlook, Word, PowerPoint, Excel, and Teams
- Experience with CRM, project-management, or professional-services systems; CMAP familiarity is an asset

Core Capabilities

- Exceptional discretion, judgment, and awareness of organizational dynamics
- Ability to anticipate needs, identify risks, and act without waiting for detailed direction
- Confidence managing upward, clarifying priorities, and constructively protecting the Founding Principal's time
- Excellent written and verbal communication, organization, and follow-through
- Calm, adaptability, and resourcefulness when plans or priorities change
- Strong relationship-building skills across all levels of the firm and with external partners

Key Working Relationships

Internal

- Founding Principal
- Senior leadership team
- Business development, Finance, People & Culture and IT
- Studio Coordinator and other administrative colleagues

External

- Clients, collaborators, and business contacts
- Professional advisors, boards, event organizers, and travel providers
- Vendors and service partners supporting the Founding Principal's work

Working Conditions

- This is an in-person position based in MGA's Vancouver studio
- The role requires flexibility to respond to time-sensitive priorities, business travel changes, and occasional commitments outside regular studio hours
- The position regularly handles confidential business, leadership, and personal information

Measures of Success

- The Founding Principal's time is aligned with the firm's highest priorities and protected from avoidable conflicts

- The Founding Principal is well prepared for meetings, presentations, travel, and speaking engagements
- Urgent correspondence, commitments, and follow-up items are identified and addressed promptly
- Senior leadership meetings result in clear decisions, responsibilities, and tracked follow-through
- Founding Principal-specific business development, time, and expense information is accurate and current
- Confidential information is handled appropriately and trusted relationships are maintained
- Responsibilities are coordinated effectively with the Studio Coordinator and other administrative functions, with minimal duplication or gaps