

Position Profile

Chief Administration Officer

Reports To: Chief Executive Officers
Company: Confidential
Industry Sector: Real Estate Development
Date: April 2024

ABOUT THE COMPANY

The organization is active across the GTA and in Eastern Ontario. They have a team of over 300 staff with expertise in real estate development, engineering, land use planning, manufacturing, and technology. The Company's head office and the Chief Administration Officer position is in Ottawa, Ontario.

ABOUT THE CHIEF ADMINISTRATION OFFICER POSITION

The organization is seeking a dynamic leader who can facilitate the organization's success by balancing strategy, operations, financial and human capital. The Chief Administration Officer (CAO) plays a pivotal role for the Company, harnessing and developing systems with aggressive growth targets. As a visible leader and excellent communicator, the CAO is methodical in setting an example for the entire organization. Their actions and decisions influence the company culture and employee morale. The CAO will need to balance comprehensive awareness while strategically steering the organization towards its targets.

KEY LEADERSHIP ACCOUNTABILITIES

Strategic Planning and Administration

- Participate in the design and execution of the overall organizational strategy, aligning it with the Company's vision and goals.
- Collaborate with top-level executives to establish initiatives aligned with long term goals.
- Establish and manage board of advisors.

Operational Management

- Oversee day-to-day operations to ensure smooth functioning of several critical departments, including Human Resources, Legal, IT, Facilities, Administration, Accounting, Building Assets, Finance, and Treasury.

- Be a partner to functional leaders, ensuring cross-departmental alignment of operational goals, strategies, and business objectives.
- Foster a financial approach and mindset throughout the organization.
- Implement best practices to optimize operational efficiency, productivity, and resource allocation.
- Monitor key performance indicators (KPIs) and operational metrics to evaluate performance and drive continuous improvement.
- Streamline processes, procedures, and corporate policies to enhance operational efficiency.
- Nurture a culture of continuous improvement within the organization by fostering excellence.
- Ensure consistent, accurate, and timely departmental reporting for leaders to make informed decisions.
- Align analytics with business objectives, using key performance indicators (KPIs) to measure success.
- Collaborate on and implement technology initiatives and upgrades and ensure software and ERP systems support business objectives and operations including cyber security.
- Mitigate both internal and external risks through effective controls.

Financial Management

- Collaborate with operational teams to drive financial analysis and provide meaningful insights that guide decision-making.
- Oversee financial planning, treasury and forecasting activities to look around corners and mitigate risks.
- Ensure financial health and stability of the company by monitoring cash flow and project financings.
- Develop and implement cost-saving initiatives while maintaining high-quality standards.
- Exercise fiscal responsibility and prudence in the management of costs, optimizing resources, and maintaining financial stability.

Leadership and Human Resources Management

- Oversee day-to-day operations to ensure smooth functioning of several critical departments, including Human Resources, Legal, IT, Facilities, Administration, Accounting, Building Assets, Finance, and Treasury.
- Provide leadership, guidance, and mentorship to department heads and staff members.
- Foster a culture of collaboration, innovation, and accountability.
- Encourage professional development and training opportunities for employees to enhance skills and capabilities.
- Build bench strength and succession for each of the operating groups.
- Oversee employee compensation structures, ensuring fairness and alignment with organizational goals and market conditions.

EDUCATION AND EXPERIENCE REQUIREMENTS

The Chief Administration Officer will play a pivotal role in facilitating growth, ensuring operational efficiency, and maintaining high standards of excellence across all facets of the business. The CAO must thoroughly grasp the Company's business model and have insights into the industry it operates in. This understanding informs strategic decisions and ensures alignment with market dynamics. As a skilled communicator and influencer, the CAO

advises and counsels others thoughtfully. They act as a “voice of reason” during critical discussions. The CAO will foster a culture of curiosity and innovation, encouraging creative thinking and continuous improvement. The CAO will bridge communications between the CEO’s and various departments.

Qualifications:

- Bachelor's degree in Accounting, Business Administration, Finance, Engineering or related field; Master's degree preferred.
- Proven experience (ten years+) in a senior management role within the real estate development industry is considered an asset
- Experience in a manufacturing/production environment is considered an asset.
- Strong leadership skills with the ability to inspire and motivate teams.
- Excellent strategic planning and decision-making abilities.
- Sound financial acumen and budget management skills.
- Skilled in statistical modelling, data science and business analytics.
- Working knowledge of government regulations for business, HR laws and corporate governance.
- Exceptional communication, and interpersonal skills.
- Exceptional project management skills.
- Critical thinker and creative problem solver.
- In-depth knowledge of real estate market dynamics, trends, and regulations.
- Demonstrated track record of successful project management and business development.
- Ability to thrive in a fast-paced, dynamic environment and adapt to changing priorities.
- Relevant certifications or professional affiliations are assets.

We ask those individuals with an interest in further exploring this exciting opportunity to contact:

LILLIAN WONG, Director, Executive Search and Recruitment
MNP LLP

Email: lillian.wong@mnp.ca