April 4, 2018

Receptionist and Office Assistant

Our client is a mid-sized property management company who own, lease and invest in commercial properties throughout Vancouver, BC. They have an immediate need for a full time Receptionist and Office Assistant, ideally located in their office in downtown Vancouver.

There are key responsibilities in this role such as: managing the front reception desk for incoming calls and emails, greeting visitors, handling tenant inquiries, ordering supplies, ingoing and outgoing couriers and mail and accounting duties.

You can also expect to be preparing online work orders to the in-house operations team and we can promise that most days will not be the same and you will be handling all kinds of different requests and responsibilities.

This is a great place to learn many different aspects of how an office is run and if you're interested in this industry, you can learn all the ins and outs of a property and operations company.

You must have a good command of the English language and excellent phone etiquette.

You will also need some experience within a professional office environment and the ability to stay focused with a number of tasks. A strong working knowledge of M/S Outlook, Excel and WORD and experience using Gmail and Google calendar are a must as well.

This position is best suited for an energetic, high school graduate with a year or more of reception and administrative experience. Most of all we need someone with that can-do attitude, a friendly and professional personality and the ability to take on many different tasks throughout the day.

A competitive salary and full benefits package is being offered and in addition the company will pay a major portion of your transportation costs!

To apply for this great opportunity, please email your resume in WORD format to sk@kendrickrecruiting.ca

Kendrick Recruiting Ltd thanks all applicants in advance for applying however only those meeting the criteria will be contacted.