



Our client has a need for a professional, eager and capable Administrative Assistant and Receptionist to be based out of their Vancouver office on the West side.

The company owns, develops and manages properties throughout the Lower Mainland and pride themselves on their people! This trendy office's atmosphere is supportive, professional and forward thinking.

You will be responsible for handling detailed work in a tenant/customer focused property management company. Reporting to the EA and will need to have top notch time management and organizational skills as well as exercise mature judgment and initiative.

You can expect your day to be filled with all sorts of responsibilities such as word processing, spreadsheets, internet research, updating and maintaining contact/client lists, setting up boardroom for meetings, accounting duties, filing and assisting management.

In addition to your administrative responsibilities, you will be in charge of the reception desk: greeting visitors, managing incoming calls, tenant inquiries, handling all couriers, mail, ordering supplies and updating all contact information.

You must have a good command of the English language and excellent phone etiquette. You will also need some experience on the phones (preferably in an office environment), the ability to stay focused with a number of tasks and proficiency in M/S Excel and WORD.

If you are someone that is pro-active, has a can-do attitude with a friendly and professional personality, this is the role and company for you!

There is the opportunity for advancement if you want to learn and progress and the company encourages and supports educational growth. Enrolment or completion of post secondary education is an asset. They are offering a very competitive package, including full benefits and plenty of perks!

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

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