



May 6, 2019

Tenant Services Assistant and Office Administrator

Can you picture yourself arriving at your job in your office highrise and looking out over the water at our beautiful BC mountains? Do you wish you had a more supportive, relaxed office to be with, who appreciate you and your customer service talents?

Our client has all that to offer you and more! They are a mid-sized, casual but professional, property management company who own, lease and invest in commercial properties throughout Vancouver, BC. They have an immediate need for a full time Tenant Services Assistant and Office Administrator for their office in downtown Vancouver.

This is a key position in the company and you can expect to be handling the following:

- Receiving, scheduling, processing, and validating service requests received by telephone, e-mail, and personal visits and maintaining work order tracking as required;
- Co-ordinating in-house team and subcontractors to deliver required tenant services within the scope of the position;
- Assisting and supporting Tenant Services Coordinator with respect to the delivery of small-scale tenant service projects by determining skills required, assisting with selection of contractors, monitoring performance, budget, quality control, and assigning work;
- Reviewing contract work and reporting any discrepancies to Tenant Services Coordinator and,
- Updating and maintaining property management, engineering, tenant services documentation and systems.

With regards to your office administration duties, you will be in charge of managing the front desk for incoming calls and emails, greeting visitors, ordering supplies, ingoing and outgoing couriers and mail and accounting duties.

You must have a good command of the English language and excellent customer service skills.

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 will be a real asset for you.

A competitive salary and full benefits package is being offered and in addition, the company has great perks like paying 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.