

# Executive Assistant - Project Coordinator (Vancouver)

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Williams Management Group (REAL ESTATE DEVELOPMENT) is seeking to hire a full-time Executive Assistant to join our team operating out of Vancouver, BC. This role will serve as key support which helps us execute our work for clients. Our ideal candidate is a self-starter, energetic, and possesses a willingness to learn. Effective communication, organization, & problem-solving abilities are of high importance.

This is an excellent learning opportunity for someone who is interested in learning the basics of real estate development and understanding what drives large, complex urban projects. Previous experience in real estate is not required, but demonstration of experience using required skills is. This is an entry level position for someone who is looking for a change in industry. We are a small team and finding the right individual is of the utmost importance, so soft skills and personality count heavily in our decision. Training will be provided.

### Who are we?

Williams Management Group is a boutique real estate consulting firm located in Vancouver, BC. Specializing in large and complex mixed-use projects, our firm manages several development projects throughout the lower mainland of British Columbia and offers clients over 25 years of industry experience. We specialize in project managing all areas of development, including: acquisition, rezoning, design, approval, finance, and construction.

### What you will be doing:

#### **Market Research & Analysis:**

Developing reports in relation to a project site. Reporting would cover zoning requirements for a subject site, neighbourhood context, rental comparable studies and sales comparable studies. The ability to digest complex information and communicate it simply and efficiently is a great asset to have in this position.

#### **Corporate Filing:**

Maintaining physical and digital filing in good standing for all projects so we can quickly access information.

#### **Prepare and Revise Documents:**

Assisting with the preparation and revision of various documents. This could include notices, letters of intent, meeting minutes & monthly reports.

#### **Scheduling Meetings:**

An ability to coordinate many people's schedules, clearly communicate when and where they meet and having a handle on the office's schedule as a whole when booking meetings.

#### **Task Management:**

Oversee all of the moving parts in our office and keep track of the most important deliverables. Understanding the big picture and being able to foresee due dates is crucial to this role.

#### **Various Errands:**

Assist the development managers with various errands. This could involve shopping for office supplies & equipment, grabbing lunch, courier coordination, etc.

### Qualifications

#### **Strong communication skills:**

Clear communication is of great importance. Excellent verbal & written communication skills are a must.

#### **Problem solving:**

An ability to problem solve and go above and beyond on a given task will be a great value add to the company.

**Attention to detail:**

There are many moving parts which must be noted in our business. Attention to detail and flagging errors is a strong asset to our team.

**Ability to prioritize and multitask:**

Working under pressure, prioritizing tasks & multi-tasking are all important skills to possess. We often get pulled from one thing to the next with little lead time.

**Expertise in Microsoft Suite:**

Feeling confident in Excel, Word & PowerPoint for developing & editing reports.

If you feel this position would be a good fit, please send your resume & cover letter for our review. In your cover letter please detail what interests you about this posting and how you feel your learned skills are applicable to the position.

Compensation for this position is negotiable.

Anticipated Start Date: January 2023