



Full-Time Administrative Position with The WestStone Group

Role: An Award-Winning Real Estate Developer in the Surrey area is seeking an Administrative Assistant to join their fast-growing team. This is an exciting opportunity to become a part of a progressive company with limitless growth. We have a diverse portfolio of projects including high-rise residential, education mega-centre, purpose built rental buildings, townhomes, commercial spaces and more. This is a fast-paced environment and the ideal candidate will be highly organized and work well under pressure. The successful candidate will work closely with our Construction and Development Departments and has some experience in the construction or development industry. Our office has a great social dynamic and we all work closely together as a team, so it's very important that you have a good attitude and can effectively communicate with the other staff. We are currently building a beautiful new office space with awesome amenities, so ideally you will be moving with us over the next year to Surrey Central.

Job Description & Responsibilities:

- Greet clients as soon as they arrive and connect them with the appropriate party
- Answer/forward phone calls and provide them with necessary information
- Administrative support to our Construction/Development Departments including: handling purchase orders, change orders, insurance, business licences and other administrative tasks
- Monitoring our website and coordinating updates
- Keeping the office organized and coordinating any upkeep
- Some bookkeeping ie. Posting invoices, ensuring all billing entities are correct and files are organized
- Monitor, inventory, and order office supplies
- Receive and distribute daily mail/deliveries/couriers

Required Skills & Qualifications:

- Highly organized with a strong attention to detail

- Professional appearance with excellent communication and interpersonal skills
- Proficient computer skills, especially in Outlook, Excel and Microsoft Word
- Quickbooks experience is an asset
- Quick learner with a great attitude, willing to help with a multitude of tasks
- Ability to be resourceful and proactive in a fast-paced environment
- Construction or Development experience preferred
- Able to accurately follow directions

Compensation and How to Apply:

Salary is based on experience, but very competitive. We also offer an outstanding benefits package. Please submit your resume, with cover letter to kpelzer@wsigroup.ca and enter "Full-Time Administrative Position" in the subject line of your e-mail. While we thank all candidates for their interest, only qualified individuals will be contacted for an interview. No phone calls please.