HUNGERFORD
PROPERTIES

## Position: Administrative Assistant

Vancouver

Hungerford Properties is a fast-growing real estate investment, management and development company with millions of square feet of industrial, office, retail and residential properties in Western Canada. Our mission is to create value for investors, help business owners grow their companies, and build better neighbourhoods for all, through the astute investment, management and development of real estate. We are an established and expanding team with an impressive track record and proud history. We bring sophisticated investment tools to the Western Canadian market and build award-winning developments.

As the company continues to grow, an opportunity now exists for a talented Administrative Assistant (AA) to join the company. This role will be joining an active and vibrant environment.

The Administrative Assistant will be performing tasks such as reception duties, meeting and greeting visitors, catering for company meetings, including ordering, set up and clean up, maintaining and ordering office and kitchen supplies, mail sorting and distribution, managing couriers, distributing items, ordering and tracking / troubleshooting.

In addition, to the above you will also be providing Executive Assistant support to the Partners, this will include; assisting with business travel arrangements, calendar management, drafting correspondence and expense report management.

Candidates applying for the AA role should have a minimum of 2- 3 years' experience in an administration focused role. They will possess an undergraduate degree, be well organized, hardworking and ready to commit to an environment which strives for excellence in everything that they do.

This is a fantastic opportunity for growth as this business continues to expand. You will benefit from a dynamic and active business culture and excellent career development.

To apply, please send your resume to Taylor I Ryan Executive Search Partners quoting "Administrative Assistant" in the subject: julie@TaylorRyan.com. We thank all applicants in advance, however only qualified candidates may be contacted.