
Title

City, Province

Post Date: 3/10/2017

Close Date: 3/31/2017

Department: Accounting

Region: B.C. Region

Job Type: Full-Time

Number of Positions: 1

Reports to: Office Manager

Position Overview:

Qualico is one of the largest real estate companies in Western Canada and we are seeking a Receptionist to join our team.

Working from our office in Surrey, and reporting to the Office Manager, you will be responsible for all general reception and office support duties.

Key Accountabilities:

- Answer phones, forward calls appropriately, greet customers in a professional and courteous manner.
- Perform all general office functions including ordering and maintaining office supplies, copy rooms, kitchen/common areas and office equipment, filing, bank deposits, incoming and outgoing mail, couriers.
- Accounting assistance - stamp and sort invoices, check PO files, distribute cheques.
- Open and close office on a daily basis, and ensure the office is presentable and well maintained at all times.
- Other miscellaneous administrative tasks as requested.

Education, Experience, & Qualifications:

- Organized and reliable.
- Minimum 1 year professional office experience in an Administrative role.
- Excellent customer service, written and oral communication skills.
- Ability to multi-task and prioritize.
- Punctual, team player, flexible and self-starter.

Working Conditions:

This position works out of our Surrey office, business hours 8 AM – 4:30 PM.



It is Qualico practice to request a criminal record check prior to finalizing the appointment of successful candidates.

About Qualico:

Qualico is a fully integrated real estate development company with offices in Winnipeg, Calgary, Edmonton, Vancouver, Regina, Saskatoon and Austin, Texas.

Since its inception in 1951, the company's activities span the entire real estate spectrum and include residential land acquisition and development, single and multi-family home divisions, commercial and industrial development, property management, concrete ready mix, building supply and manufacturing divisions.

At Qualico our people make the difference. We offer competitive compensation packages including group benefits and RRSP match programs.

How to Apply:

Interested Applicants are encouraged to submit their cover letter and resume to Amy Burden careers.vancouver@qualico.com by 4:00 pm on March 31, 2017