

ADMINISTRATION + HR COORDINATOR

WHO WE ARE

At Boffo Properties, we're a second-generation family-run company focused on building great neighbourhoods together. From building design right through to asset management, we care about creating places, not just spaces. We respect the neighbourhoods in which we build for what they are. And in doing so, we connect people and find ways for neighbours to become neighbourly again.

We believe that being great is determined less by the size of our company, and more by our commitment to quality work, treating people well and strengthening our neighbourhoods. And we'll be great by keeping small egos and having giant passion so we can do exceptional work alongside honest, devoted people. – *Inspired by the book Small Giants by Bo Burlingham*

And above all, we commit to innovation, good design, and authenticity. Period.

WHAT WE ARE LOOKING FOR

We are looking for an experienced Administration + HR Coordinator to join our growing team in Vancouver. This role plays an integral part as the central hub for our team and business not only in office administration, but also in providing Human Resources expertise. Working in a team environment, this professional is qualified and competent in administration, with proven HR experience to draw from to ensure best people practices are implemented and the culture continues to flourish.

WHAT WE PROVIDE

- The opportunity for continued growth in our dynamic team environment.
- A competitive pay package which, in addition to your paid salary, includes a bonus program, company paid benefits, tuition reimbursement, and regular internal and external learning opportunities.
- Performance recognition and a balanced work/family lifestyle
- A fantastic culture, full of exciting projects, fun social events and the opportunity to work alongside talented, passionate, and all-around awesome people.

WHAT DO YOU BRING?

- Post-secondary education, preferably a degree in business administration/Human Resources or related field
- At least 3 years of previous progressive administrative experience which includes some experience at the executive assistant level
- Previous proven Human Resources generalist experience
- Energy and passion for good work and a commitment to the quality of your craft, service and relationships
- Strong organization skills, which include time management and prioritizing
- Confidence combined with excellent communications skills both oral and written
- Strong interpersonal skills which includes the ability to build solid relationships
- Ability to work in a very diverse and dynamic role and environment
- The passion to make things better. You genuinely enjoy working with people, embrace feedback and learning opportunities, and continually strive to find the best solutions possible.

If this position aligns with your qualifications and experience and you enjoy working closely with a highly motivated team, we can't wait to hear from you! We'll be reviewing all applicants via our job board at the link below, so please no phone calls. Thank you for reaching out and we'll be in touch if we think you'd make a great fit. <https://boffoproperties.bamboohr.com/jobs>

BOFFO
EST. 1963

Creating
buildings from
scratch in a place
where our father
built a life
from scratch.

Tarcisio Boffo's move to Canada from Italy gave us - his children and the second generation leadership of Boffo Properties - a true appreciation for community and beautifully built things.

Our father's experience immigrating to Vancouver influences the way we operate Boffo Properties in countless ways. There's the old-world dedication to craftsmanship and hard work that he brought with him from Italy, but it runs deeper than that: he also understood what it meant to be an outsider.

To crave a sense of belonging to a neighbourhood and the people within it. That's why Boffo Properties aims to create more than just places to be; we create places that enhance a neighbourhood and that meaningfully connect the people within them.



Father and Founder

Tarcisio Boffo shears stone from a massive boulder in Upper Lonsdale to use in the landscaping and rock work of his residential projects.



Starting Young

Flavia takes a break from her first paid job — studiously organizing the planters on her father's job sites and returning the pots for a (hefty) deposit.



Hard At Work

Always on the lookout for ways to help, three-year-old Daniel shovels snow in the carport of the home where his mother and father still live.



First Homes

One of the earliest homes built by Tarcisio Boffo in Richmond — a shared project constructed with fellow Italian newcomers in the early 1970s.

Next generation leadership.

Flavia Boffo Punzo

Principal

Starting with watering bark mulch on her father's job sites as a four-year old, Flavia has since developed a comprehensive knack for managing property development and construction services. Flavia is a graduate of BCIT and has been an integral member of the family business since 1987, contributing her considerable experience in residential, commercial and industrial projects. She plays a vital role in making sure each project reflects the core values of the company, incorporating sustainability, timeless design and an emphasis on tradition at every stage.

Daniel Boffo

Principal

Fortunate enough to have travelled the world at a young age, Daniel was subconsciously pre-wired to appreciate how buildings were meant to withstand time—from the Venetian canals and architecture near his father's hometown to the streets and plazas of New York. It was this worldly learning, along with his education at both UBC and BCIT and his hardwired attention to detail, that ensures every Boffo Properties project is quality designed and constructed, and serves as a welcome space within its neighbourhood.



Since 1963,
we've been
neighbourhood
builders,
one structure
at a time.

Residential

Boffo Properties has created lasting and appealing homes from North Vancouver to Langley, and countless places in between. Our experience comes from decades of creating desirable single-family residences, townhomes, concrete high-rises as well master-planned communities — all of which exhibit the same timeless design, quality construction and intricately beautiful landscaping we would expect for our very own homes.

Commercial

Our commercial division designs, builds and leases an assortment of facilities that add life and character to every community. This includes commercial and industrial buildings throughout Metro Vancouver, from neighbourhood cafes to highly functional spaces where local businesses can develop and grow comfortably without ever having to move. Every building is designed with gathering places and green space in mind, and overseen by our professional property management team that considers our tenants part of the extended Boffo family.

Building

Our full-service construction team works with other developers and businesses to offer Construction Management Services, Design Build/Turnkey, Project Management and Interior & Renovation Services. Our success lies in our experience as fellow developers who use a collaborative approach to work with owners and consultants to form a clear understanding of their overall vision and bottom line.

Great
neighbourhoods
need more than
just great buildings.



The Boffo Foundation exists to promote our family's long-standing beliefs of staying passionate, helping others and paying it forward. Whether we're contributing in our own backyard, like supporting The Kettle Friendship Society in Vancouver or halfway around the world in the Watoto village in Africa, we believe that helping humanity uplifts us all.

