

Corporate Administrator

About Our Company

Vesta Properties is an integrated real estate builder/developer with over 25 years of experience delivering more than 40 award winning master-planned residential communities in the Greater Vancouver and Greater Calgary areas. We have successfully conceived, designed, built and delivered over 4,000 homes, offering a diverse range of single-family, multi-family, and mixed-use properties in these communities. We focus on delivering superior value, through professionalism and integrity, and this has helped establish our company as a leader in our active markets.

Our current land portfolio features more than 500 acres of urban and suburban land with potential build out of over 3,000 residential units (including 3 master planned communities scheduled for launch in 2017) in addition to commercial/industrial opportunities.

Position Description

As we enter this exciting phase of our growth, we are seeking an experienced Human Resources Professional for this diverse position overseeing our HR requirements, some office administration property management. You will be responsible to provide superior support to various departments and senior management to maintain operational efficiency and productivity, ensuring that Vesta continues to meet and exceed its corporate goals and objectives.

The ideal candidate:

- Has 2 or more years of work experience in Human Resources and Administration (Previous experience with a construction or real estate company is considered an asset)
- Has completed a diploma program or degree in Human Resources at a recognized post-secondary institution
- Has expert knowledge of Employment Standards in BC and Alberta, WCB and safety
- Is an organized, professional self-starter who is deadline driven and detail oriented
- Thrives in a fast paced work environment, can manage multiple tasks with competing deadlines
- Maintains a high level of professionalism at all times and proven ability to protect confidential information
- Has excellent verbal and written communication skills
- Has a high level of proficiency with Microsoft Office

Primary Responsibilities

- Oversee and facilitate the recruitment process for positions in various departments throughout the company
- Liaise with Payroll Clerk to ensure employee information and records are accurate and properly maintained
- Coordinate with managers to ensure Job Descriptions are maintained
- Assist with performance management and reviews (probationary reviews, annual evaluations, etc.)
- Update and upkeep Company Employee Manual
- Manage workplace injuries, reporting and case management with WCB (BC and Alberta)
- Arrange for general building and office servicing, repairs or maintenance, as required
- Coordinate and advise administrative staff in BC and Alberta
- Provide administrative relief during vacations and absences
- Sundry Accounting/Finance/Administrative tasks as assigned from time to time
- Work in a cohesive manner with all departments to facilitate achievement of corporate goals and objectives

This is an excellent opportunity for a passionate HR professional to be part of a dynamic, growth driven, award-winning leader in the industry. This full-time, permanent position requires a dedicated, highly motivated and fully engaged individual based at our Langley office. Occasional travel to Greater Calgary area may be required. We offer competitive salary and an attractive benefits package commensurate with experience.

To explore this exciting opportunity further, please indicate your salary expectations in your cover letter and email in **one (1)** document with your resume in Word or PDF format to: accounting_resumes@vestaproperties.com.

We thank all applicants for their time and interest; however, only those candidates under consideration will be contacted. No phone calls please.

