

EMPLOYMENT OPPORTUNITY

OFFICE MANAGER



About Fifth Avenue

Located in Surrey, Fifth Avenue Real Estate Marketing Ltd. (www.fifthave.ca) specializes in project marketing and sales – licensed with comprehensive service of sales and marketing geared to multifamily residential developers from hi-rise development to ground oriented master planned communities predominantly throughout the Metro Vancouver. With a 36-year track record, we have always taken a leadership position in the industry, proactively innovating to keep pro-active pace with changing consumer behaviour and market conditions. We have to know how to apply solid recommendations to our developer clients with string consistent leadership skills, a solid reputation, a highly efficient administrative series capability well-established business systems and processes. We emphasize the importance of relationship capital with our developers, consultants, suppliers, head office and sales support personnel. Our company has become the local and national recognized expert in our industry.

Position Description and Responsibilities:

The Office Manager position reports to the current CFO/Office Manager. This position will lead, manage and assist in the recruitment of independent thinkers. The ideal candidate will be experienced in handling a wide range of administrative and executive support related tasks and will be able to work independently with little or no supervision. This person must be exceedingly well organized, flexible and enjoy the administrative challenges of supporting an office of diverse people. The successful applicant will show a demonstrated ability to lead people. Working with the sales people, office administrator, accounting clerk, reception, the Office Manager will plan and implement company strategy and operations. Included duties are to assess, modify and/or set up systems to increase efficiency of office operations to best support our staff and clients. Serve as the point person for maintenance, shopping, supplies, equipment, bills and errands. Maintain HR policies as necessary with accounting. Coordinate with IT on all office equipment purchase and maintenance. Manage relationships with clients, service providers, ensuring that all items are invoiced and paid on time.

Qualifications

- Several years of management experience (within real estate)
- Strong accounting knowledge (preferably with Sage 50)
- Excellent people management skills with demonstrated ability to heighten individual and team performance
- Recent real estate transactional experience (some of which has been within the last 2 years)

Required Qualities

- Commitment
- Ability to manage and lead others
- Organized and detail oriented
- Initiative and self-discipline

Compensation

Salary plus bonus commission potential. Please send cover letter and resume with "Office Manager position" in the subject line. No phone calls please.

How to Apply

Please send cover letter and resume with "Office Manager position" in the subject line to bellings@fifthave.ca. No phone calls please.