



## Receptionist

PortLiving, part of Port Capital Group which was established in 2003, is an award-winning Vancouver-based real estate investment and development company with a strategic portfolio of residential, commercial and industrial assets. With centrally-located projects in transit-friendly neighbourhoods, PortLiving provides modern and sophisticated living and working environments that are creative, sustainable, and practical.

We are a company that puts an emphasis on sustainability, innovation, and quality, and are relentlessly committed to achieving our corporate goals within a positive company culture. We value each and every business and personal relationship we have and are committed to nurturing these relationships to the benefit of all. We value people that understand and live our core values and bring a creative and fun attitude to the workplace.

### Overview of the Position:

Reporting to Senior Management and working with others in the office, this position will be integral to the growth and success of the company as they are the first point of contact for PortLiving customers and vendors. Key responsibilities of the Receptionist will include but are not limited to:

- Welcoming and greeting visitors in person and on the telephone
- Answering and referring inquiries
- Arranging and receiving couriers
- Receiving and sorting daily mail
- Booking travel arrangements
- Scheduling meetings and room bookings
- Administrative support for senior management (printing, scanning, expense reports etc.)
- Requisition of office supplies
- Other duties as requested

### Qualifications and Knowledge:

- High school diploma or equivalent
- Experience in the real estate development or construction industries viewed favorably
- Proficiency in Microsoft Office (Word and Excel, in particular)
- Excellent telephone manners
- Ability to multi-task
- Self-motivated, results-driven professional with the ability to work in a fast-paced environment
- Team player, well organized, decisive
- Unquestionable integrity
- Sense of humour

To apply, please send your resume and cover letter to [info@portliving.com](mailto:info@portliving.com) with "Receptionist" in the subject line. We thank all applicants for their interest; however, only those selected for follow-up will be contacted.