

THE COMPANY

Avison Young is the world's fastest-growing commercial real estate services firm. Headquartered in Toronto, Canada, Avison Young is a collaborative, global firm owned and operated by its principals. Founded in 1978, the company comprises 2,400 real estate professionals in 80 offices, providing value-added, client-centric investment sales, leasing, advisory, management, financing and mortgage placement services to owners and occupiers of office, retail, industrial, multi-family and hospitality properties.

JOB SUMMARY

To support one of Avison Young Vancouver's top producing brokers by being a master of organization and putting thought and consideration into the execution of every request. If you are passionate about real estate and are looking for a successful real estate career in an administrative capacity, this opportunity is for you.

QUALIFICATIONS/REQUIRED SKILLS

- Strong track record of supporting senior executives- minimum of three years of experience;
- Real estate experience- minimum of three years' experience in the commercial real estate industry and/or education relevant to commercial real estate is considered an asset;
- Online proficiency-you have advanced knowledge of business suite computer programs including Word, Excel, PowerPoint, Outlook, Adobe, and InDesign;
- Exceptional organizational and time management capabilities- you have an eye for detail and proactively review all work for potential errors;
- Effective and concise communication- you make the complex simple; and
- Consistent execution-your actions align with your goals.

ESSENTIAL DUTIES & RESPONSIBILITIES

- Managing and updating sensitive client information into Salesforce;
- Treating information in the strictest confidence and not disclosing or divulging confidential information to others unless first authorized to do so;
- Maintaining and coordinating daily schedules including internal meetings, conference calls, client events and client meetings;
- Organizing travel and personal logistics as needed;
- Managing workflow by identifying priorities, and bringing important items to the executive's attention;
- Compiling and analyzing data for the purpose of commercial real estate underwriting and the acquisition or disposition of assets;
- Coordination of marketing and listing presentations, client correspondence, and contracts;
- Financial management support, including expense reimbursements, credit card reconciliations, and year-end preparation;
- Drafting letters, reports, and business correspondences for existing and potential clients;
- Developing and implementing team policies and procedures that align with the company and executive's main objectives; and
- Prioritizing and managing multiple projects simultaneously, and follow through to completion.

Please submit your resume directly to vancouvergm@avisonyoung.com