

Receptionist / Administrative Assistant

Are you a self-starter with a positive attitude, high level of professionalism, resourceful, efficient with excellent communication skills and impeccable organization and time-management skills?

For the right person, this is an excellent opportunity to work with one of BC's most respected developers. Boffo Developments has a solid reputation and a loyal following of over 45 years and has achieved this by designing and building homes for a truly exceptional homeowner experience.

This is a temporary position (**Maternity Leave**), however, for the right candidate there is a potential for a long term career opportunity.

The ideal candidate is a detailed oriented individual who can demonstrate initiative, flexibility, teamwork, excellent judgement and thrives on working in a challenging environment.

Responsibilities include:

- Front desk reception, phone and customer service
- Providing administrative support to Customer Care, Marketing and Project Management
- Preparing and formatting letters, spreadsheets and forms
- Processing incoming and outgoing mail
- Maintaining office supply inventory & equipment
- Maintaining filing system
- Preparation of bank deposits and bill payments
- Organizing agenda for monthly staff meetings
- Perform other duties as required

Requirements include:

- Excellent knowledge of MS Word, Excel and Outlook
- Minimum 5 years administrative experience
- Excellent written, verbal and interpersonal communication skills
- Must possess the ability to manage challenging and varied tasks and be able to work in a fast-paced environment
- Have excellent leadership, teamwork and organization skills
- Strong attention to detail
- Able to exercise confidentiality, displays enthusiasm and a positive outlook
- Driven to consistently provide exceptional customer service, both in-house and to our external customers
- Have a strong work ethic

If this describes you, please submit your resume and cover letter to jobs@boffo.ca.

For more information visit www.boffo.ca

We thank all applicants for their interest, however, only those selected for an interview will be contacted.