

**Avison Young Commercial Real Estate (B.C.) Inc.; DBA, Avison Young
Job Description**

Job Title: Executive Assistant
Reports To: Mehdi Shokri

Are you looking for an opportunity to work with a Top Producing Commercial Real Estate Broker?

Then this may be the position for you...

We are looking for a Real Estate Executive Assistant to join our team here at Avison Young. You will be responsible for assisting Mehdi Shokri, one of our Top Producing Real Estate brokers, as well as overseeing marketing programs and identifying areas to ensure Mehdi's business platform is enhanced.

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;
- Maintaining CRM on a daily basis;

Qualification/Required Skills

To perform this job successfully an individual must be able to perform each essential task at an above average level. The requirements listed below are representative of the knowledge, skill and/or ability required.

- Minimum of 3 years supporting senior level executives
- Ability to read, analyze, interpret and create general business documentation.
- Ability to write reports, business correspondence and format presentations.
- Excellent written and verbal communication skills.
- Advanced knowledge and efficient use of business suite computer programs including Word, Excel, PowerPoint, Outlook, Adobe and Salesforce.
- Ability to multi-task, utilize effective time management skills, and be able to recognize and respond to time sensitive issues and tasks.
- Ability to work efficiently under pressure with multiple timelines and with limited direction and supervision.

- Possess characteristic traits of independent thinking, self-starting initiative while working well in a team oriented environment.
- General understanding of commercial real estate terms and underwriting.
- Real Estate experience would be preferred.

Expectation

- Organizational and multi-tasking skills are efficient to allow for peak performance.
- Individual commitment to be punctual, reliable, thorough, productive and professional.
- Ensure highest standard of care is provided to client and Senior Broker assignments.
- Ensure reputation and brand is seen as market leading.
- Being accountable to weekly priorities set every Monday and measuring productivity with clear goals and tasks.
- Follow ups with clients on a weekly basis regarding active files.
- Ensuring work goes out without micro-management.
- Ability to thrive in a high-pressure environment.

Measures of Performance

- Assist the broker with consistently meeting and exceeding the needs and expectations of clients.
- Meet deadlines without compromising the quality of written materials.
- Assist the broker with improving relationships with clients, prospective clients, cooperating brokers and third party consultants.
- Identify and develop initiatives that complement and build upon past and ongoing business.
- Consistently demonstrate creativity, problem solving, flexibility, a positive results-oriented attitude and proactive forward thinking.
- Conduct business with the highest degree of professionalism.
- Attend weekly meetings to ensure priorities are clear and tasks are defined and measurable (i.e. goal setting)
- Summarize completed and upcoming tasks.

Who we are

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 2,600 real estate professionals in 82 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.