



STRAND IS LOOKING FOR AN EXECUTIVE ASSISTANT

Strand is seeking an individual who is passionate about real estate, has a strong drive to be a part of a growing organization and wants to be an instrumental part of creating a lasting legacy in the urban environments that we conduct our business.

WHO IS STRAND?

Founded in Vancouver in 1976, Strand has been actively involved in a number of real estate sectors, including: the development and acquisition of multi-family garden style and high-rise apartments and condominium projects; single family land and housing developments; the development of multi-unit warehouse projects; and the acquisition of office building properties; and, the provision of mortgage financing to developers for residential and commercial developments throughout North America. While Strand has maintained a relatively low profile, consistent with the philosophy of its major shareholders and financial partners, Strand has developed an established reputation for successfully and conscientiously developing real estate. Strand is active throughout several regions in North America and has its head office in Vancouver, with regional offices in the southeastern and western United States. Strand's active projects are comprised of over six thousand residential units in seven states and in Metro Vancouver comprising 600 condominiums and 450 rental apartments. The Metro Vancouver division, started by Mike Mackay, has established itself as a well recognized and respected developer in the region by demonstrating innovation, consistency and a commitment to building for the needs of the region's diverse demographic composition.

WHY JOIN STRAND?

Strand's development business is innovative, dynamic, and expanding. This is an opportunity for the successful candidate to join a team of up and coming professionals that, in a short period, have built a portfolio of business across a wide range of real estate sectors. Strand is a progressive real estate group that rewards loyalty, collaboration and ingenuity and provides opportunities for its employees to grow with the company, both professionally and financially.

DUTIES & RESPONSIBILITIES

This position will provide administrative support and assistance to the President and will provide general office support to the development team. The duties and responsibilities are:

- Manages and maintains the President's calendar and scheduling internal and external appointments and meetings
- Coordinates all travel arrangements both business and personal as required
- Handles all administrative support including, but not limited to, sensitive/confidential matters and correspondence
- Composing meeting minutes and issuing to internal and external teams
- Predicts when certain correspondence is needed and prepares proactively
- Reviews and sorts incoming mail, faxes and couriers and responds accordingly to items
- Investor reporting letters, merges, labels, mail-out and filing
- Composing and typing correspondence
- Coordinating the graphics, typing and printing of property acquisition summaries
- Maintains files of all executive documents including correspondence, itineraries and meetings, either in personal files or in the central filing systems
- Faxes, photocopies, couriers and mails any material as required, including typing cover letters
- Administration of banking, expense tracking and bookkeeping for various projects and personal holding companies
- Managing office supplies, provisions and administering certain office service contracts
- Managing storage of files
- Personal errands and driving for the President, as needed
- Sporadic support of development related public information meetings and open houses
- Planning and organizing events
- Other duties as required



STRAND

QUALIFICATIONS

- Minimum five years' experience at a senior administrative role
- Positive energy
- Calm under pressure and capable of thinking on their feet in a crisis
- Highly organized with exceptional multitasking skills
- Excellent command of English language
- Superior communication skills, both oral and written, and the ability to use good judgment
- High degree of accuracy and attention to detail
- Proactive team player but able to perform well independently
- Must be proficient with MS Word Excel, Outlook
- Valid Class-5 Driver's License
- Strong decision-making skills
- Ability to work in a fast paced environment

If you are interested and qualified for this position, please send short email cover letter along with your resume to dyatchuk@stranddev.com