



Office Administrator

Established in 2009, [Edgar Development](#) has expertise in all asset classes including purpose-built rental, mixed-use, retail, and industrial. With the cumulative expertise and motivation of our team, Edgar Development is well positioned to discover and execute on prime development opportunities in Western Canada.

We are seeking a full-time candidate for the position of Office Administrator to add to the Vancouver team. This role reports directly to the Vice President, Real Estate Finance and this position will play an integral role in the organizational strength of our business. Joining Edgar Development provides the selected candidate an opportunity to be a member of an energetic, collaborative and entrepreneurial team.

Key Responsibilities:

- Greet and direct visitors and guests
- Answer phones, take messages, and manage phone system as required
- Arrange for couriers and manage incoming, outgoing and internal mail
- Maintain and order office supplies and equipment as needed
- Scan, photocopy, print, file (digital & hard copy), fax and bind documents
- Maintain a highly organized filing system for hard copy and digital documents
- Prepare and/or edit letters, proposals, presentations and other correspondence
- Organize, maintain and calculate expenses for staff
- Make travel arrangements and schedule appointments
- Provide executive assistance to the President and senior staff, handling various administrative, travel and personal tasks
- Coordinate and organize conference calls, meetings and other similar activities
- Plan, organize, and coordinate functions and special events as required
- Liaise with external service providers to maintain company website and manage other IT issues
- Deposit cheques and complete bank runs
- Assist accounting department as required
- Maintain the overall cleanliness and condition of the office
- Handle confidential documents and information
- Handle multiple tasks with appropriate prioritization
- Perform other tasks as required

Qualifications:

- 2-5 years of related experience
- Post-secondary education
- Excellent computer skills including proficiency with Mac computers
- Strong knowledge of Microsoft Office (Outlook, Word, Excel and PowerPoint)
- Excellent verbal and written communication skills
- Quick learner and self-starter
- Highly organized with attention to detail and ability to manage multiple priorities
- Ability to work well in a small office environment
- Experience with Adobe Photoshop and InDesign an asset
- Background in business and/or knowledge of the commercial real estate industry an asset



How to Apply:

Interested applicants meeting the above criteria should submit their resume with cover letter to info@edgardevelopment.com with "Office Administrator" in the subject line. While we thank all applicants for their interest, only those selected for an interview will be contacted.