



Adera is the leading builder of low density multi-family to mid-rise wood frame residential, mixed use and tilt up concrete commercial projects in BC's lower mainland. For nearly 50 years we've been at the forefront of the construction industry, building homes and spaces that meet the needs of our customers and communities. Achieving awards and recognition locally, nationally and internationally as a leader in design, sustainability and innovation, we take pride in our teams and trade partners, continually pursuing excellence and leadership in all that we do. With a world class development portfolio that includes more than 10,000 homes and 3.5 million square feet of commercial space, the Adera team drives passion for our customers by working in partnership to deliver the ultimate in value and experience.

CAREER OPPORTUNITY – ADMINISTRATIVE RECEPTIONIST

Adera takes pride in the homes and communities we create for people. We are seeking a **resourceful, detailed** and **organized** individual who enjoys working cooperatively to deliver outstanding results. A **helpful, upbeat** and **service oriented** individual who can manage a busy reception desk with a “can do” attitude and thrives on innovation, sustainability and partnership, this person has a passion for making things right and seeks to anticipate needs and exceed the expectations of those they come into contact with. This role requires someone who takes pride in their status as “Director of First Impressions” and takes a proactive role in keeping the office environment positive and productive as we work together to deliver the very best of our **LIVE WEST COAST** philosophy.

Key areas of responsibility:

- Greet visitors and provide excellent experience to visitors and staff
- Receive, direct and relay telephone messages and correspondence in a timely and efficient manner
- Coordinate all inbound & outbound mail and deliveries for prompt and accurate delivery
- General administrative and clerical support of various departments as required
- Coordinate boardroom schedules, including catering, audio visual resources and conference calling
- Ensure common areas are kept clean, cared for and well stocked, including kitchen, office supplies & equipment

Qualifications:

- Great attention to detail - reliable, dependable and able to calmly remain efficient in a busy, dynamic environment
- Excellent interpersonal and communication skills with a passion for customer service, correctness and consistency
- Tech-savvy; proficient in MS Office 365 with previous experience with a multi-line phone system considered an asset
- Good problem-solving skills and able to work independently within a team environment
- Willingness to learn and pitch in to provide support to various corporate departments as required

please send your resume to careers@adera.com

We thank all candidates for their submissions, however, only those selected for interview will be contacted. All submissions will be kept on file confidentially with our Human Resources department for a minimum of six months.

The right person can transform a business, if you're not right for this role, but you know someone who is, please pass on this information to help them achieve their next career success.