

## EXECUTIVE ASSISTANT TO THE CO-FOUNDER & CEO

### ABOUT SHAPE

Formed in 2005, **Shape Properties Corp.** has become one of the most active fully integrated real estate companies in Canada. With its most recent acquisitions and world class vision SHAPE is leading some of the largest and most exciting projects currently underway in North America. Driven by the philosophy of creating a dramatically different offering, along with their commitment and passion for client satisfaction, SHAPE is elevating standards in the residential and commercial real estate sectors.

SHAPE brings together a young and dynamic group of individuals with significant real estate experience and a track record of success. The unique combination of experience and vision brought together by the members of SHAPE have enabled it to capitalize on emerging opportunities for real estate investment; quickly becoming one of British Columbia's leading commercial real estate companies with a portfolio of ten major properties to date that total approximately 2.6 million square feet on 295 Acres.

### ABOUT THE ROLE

The Executive Assistant will work with and report directly to the Manager of Business Development, and ultimately to the SHAPE's Founders and executives, enabling them to be more effective and productive leaders. This is a role for a highly motivated and organized individual who can effectively multi-task while operating in an incredibly fast-paced and sometimes ambiguous environment. Clear strengths in execution and communication are paramount, as is the ability to build trust and demonstrate high EQ in dealing with employees across departments, as well as external individuals and organizations. The EA will possess high administrative competency, discretion, and an innate understanding of personality management.

This is a unique opportunity to learn in a fast-paced environment and be exposed to the workings of a multi-billion-dollar company, with opportunities to progress and advance your career.

### PRIMARY JOB DUTIES:

- Research best practices on all areas related to organization and implement new processes.
- Organize and maintain physical and digital filing systems. Coordinate with legal and finance on documentation execution and, coordinate courier services.
- Supporting executives with filing of personal records.
- Calculate expenses for the company, select executives and CEO. Track spending, invoices and filing.
- Document preparation: drafting letters, emails, meeting minutes, and updating standard operating procedures as required.
- Meetings & Events: coordinate and schedule meetings, boardrooms, site visits, presentations, catering, lunches and dinners. Order and organize lunches for meetings.

# SHAPE

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- Travel: Assist in booking flights, accommodation, and transportation rental when needed. Organize itineraries for CEO and occasionally for partners. Track and utilize existing loyalty programs.
- IT: Assist with updating IT, email archiving, and data storage. Manage IT needs for CEO, contacts, and new apps etc.
- Ad hoc items as they arise.

## WORKING CONDITIONS:

SHAPE's corporate office, located in the downtown Vancouver business district, is where the successful candidate may expect a comfortable and collaborative work environment in a modern office setting. Due to the nature of the role, the Executive Assistant will be required to travel at times to different locations including projects within SHAPE's portfolio.

## QUALIFICATIONS:

### *Required Training and Experience:*

- Undergraduate Degree an asset
- Office experience an asset

### *Required Knowledge, Skills, + Abilities:*

- Enthusiasm, positivity, and energy with a desire to succeed
- Meticulous attention to detail, and an understanding of high productivity and expectations of output
- Ability to make thoughtful decisions independently and provide solutions to challenging scenarios
- Strong oral and written skills with an ability to articulate ideas in a clear and concise manner
- Thoughtful, creative, curious with the ability to learn and master new skills quickly
- Valid driver's license

To apply, please visit our website at <http://shapeproperties.com/careers>

\*All candidates must be currently based in Vancouver, eligible for work in Canada and be able to work on a part or full-time basis. Please do not apply if you do not fit this criteria, as your application will not be considered.