

Job Title: Full-Time Receptionist

Posting Date: December 2018

About Us

We are Canada's leading Real Estate Developer with projects in Vancouver, Burnaby, Richmond, and Surrey. We are seeking individuals that are enthusiastic and proactive in supporting our sales team. The successful candidate would have the opportunity to work with a group of dynamic individuals, and represent some of the best homes in Canada.

A successful candidate will possess the following:

Job Description & Responsibilities

- Greet guests as soon as they arrive and connect them with the appropriate party
- Answer, screen, forward incoming phone calls, and provide basic information when needed
- Arrange, receive, sort, and distribute daily mail/deliveries/couriers
- Monitor inventory and order office supplies/stationary
- Inspect office equipment, report deficiencies
- Manage meeting room and company vehicle bookings
- Maintain accurate Presentation Centre Daily Report
- Prepare refreshments for meetings
- Ensure tidiness of the Presentation Centre
- Undertake other administrative tasks as per request from management

Required Skills & Qualifications

- Professional communication skills, both verbal and written
- Ability to be resourceful and proactive in dealing with issues that may arise
- Proficiency in MS Outlook, Word, and Excel
- Attention to detail and accuracy
- Familiarity with CRM databases is preferred but not mandatory
- Additional language skills would be a strong competitive advantage

Compensation

Concord Pacific offers a competitive base salary based on relative experience.

Individuals meeting the above mentioned criteria are encouraged to submit their resume, with cover letter to sales@concordpacific.com and enter "**Full-Time Sales Coordinator**" in the subject line of your e-mail. While we thank all candidates for their interest, only selected individuals will be contacted for follow-up. **No phone calls please.**