



Date: May 10, 2019

Job Title: Receptionist

Reporting to: Executive Assistant

Keltic Canada Development Co. Ltd. ("Keltic") has set an ambitious goal to be one of the top real estate developers in Metro Vancouver. With 6 active projects, including almost 900 homes marketed in 2018, Keltic is well on its way to achieving that goal and is looking forward to continued growth.

www.kelticdevelopment.com

We have an opportunity for a **Receptionist, preferably with experience in real estate development** to join our amazing team in our downtown Vancouver office June 1, 2019. The various tasks handled by the Real Estate Receptionist contributes to the smooth functioning of the office. Because of this, they consistently strive to achieve accuracy, maintain confidentiality and handle their responsibilities with professionalism.

Job Description:

- Greeting Visitors, ensuring they are comfortable and offer coffee or other beverages;
- Answering and directing phone calls;
- Managing the Boardrooms and ensuring they are free according to the Boardroom schedules;
- Capable of setting up conference calls and videos;
- Keep the Boardrooms clean and tidy after meetings;
- Learning how the Project Touchscreen TV's operate and be able to navigate through the programs;
- Order office supplies;
- Other general administrative duties as required.

Summary of Qualifications & Requirements:

- Energetic, poised and friendly;
- Professional presentation with professional telephone etiquette;
- Administrative and Microsoft office knowledge and good typing skills;
- Ability to work well with others and become an effective team environment;
- At least 3 years' reception experience preferred

How to apply: Please submit your resume with cover letter to heathera@kelticdevelopment.com . We value your interest in our Company, however we can only respond to applicants with the skills and requirements which are a good match to the above. Thank you.