

SPECTRUM PROJECT SERVICES

ADMINISTRATIVE ASSISTANT, DEVELOPMENT, PLANNING + DESIGN

ABOUT SHAPE

SHAPE is the real estate investment, development and management company leading some of the largest and most exciting projects in North America including The Amazing Brentwood and The City of Lougheed in Metro Vancouver. With more than 370 acres in our growing portfolio, SHAPE manages +2.7M sq.ft of commercial space with +3.5M sq.ft. of commercial and residential space under construction.

Through our fully integrated platform, SHAPE specializes in complete neighbourhoods with a top-calibre mix of shops, restaurants, residences, entertainment and a complete range of daily services with transit connected. With a thoughtful approach and continuous pursuit of innovation, we think differently to ensure our projects are relevant and dominant for the future of real estate.

ABOUT THE ROLE

The Administrative Assistant role will act as a support to various team members in the development, planning, + design department with many valuable opportunities for learning and growth. We strive to provide a collaborative environment where each employee is encouraged to contribute to our process, discussions, planning and culture. To succeed in the role, the candidate must be self-motivated, ambitious, organized, and have strong time management skills.

Primary Job Duties:

- First Point of contact for the Planning & Design department
- Organization of documentation and file maintenance: responsible for ensuring department filing system and records are kept up to date and organized
- Organize site tours, book meetings and events; prepare and circulate agendas and meeting minutes for such events
- Draft, coordinate and facilitate the execution of purchase orders, invoices, request for proposals (RFP's) and consultant contracts.
- Reconcile department expenses on the corporate credit card
- Assist with the development and implementation of standardized department practices, identify department needs and improve workflow by creating best practices. Communicate and direct these changes to project teams.
- Responsible for updating development work plans and schedules; liaising with team members and project consultants to ensure accuracy, tracking and updating as required.

- Organize couriers and printing houses
- Arrange and schedule conference calls
- Assist in scheduling meetings and coordinating lunch as needed
- Travel booking and itinerary management
- Assist with municipal permit fee payment requirements
- Seek input from other department teams such as leasing, sales & marketing, finance, property management and construction to improve the development process

Qualifications:

Required Training and Experience:

- Legally eligible to work in Canada
- 1-2 years of previous experience in a similar role

Required Knowledge, Skills, Abilities:

- Strong organization and communication skills
- Excellent customer service skills, positive attitude and welcoming disposition
- Highly motivated and driven to execute on team goals & directives
- Ability to drive multiple tasks with competing priorities
- Bring a positive, collaborative and helpful attitude to the role

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.

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