



OFFICE MANAGER

Who We Are

Darwin is a company with a unique combination of deep construction experience and development know-how whose ability to develop, build and service our projects results in better places and better living. For more than 30 years, we have created exceptional projects that have enhanced and enriched communities. Our projects include high and low rise residential, townhomes, social housing, community centres, educational facilities, office buildings, retail centres and hotels. These projects create whole, inclusive and welcoming communities that help individuals, families and businesses flourish.

Who We Are Looking For

We are looking for an Office Manager to join our Construction/ Development team at our North Vancouver head office immediately. We are looking for a passionate and energetic individual to support our growing and busy team.

Attributes:

- Minimum one-year office experience
- Excellent communication skills
- Excellent organizational skills and the ability to meet deadlines
- Knowledge of Microsoft Word and Excel
- Detail-oriented and able to manage multiple priorities at once
- Timeline driven, and have the organizational skills to support it
- A strong communicator, both face to face and in writing
- A team player, and are willing to go the extra mile for your team mates
- Positive, easygoing and fun
- Excited about interacting with people at community or corporate events

Primary Job Responsibilities

- Answering phone, directing calls
- Assisting development and construction teams with filing, typing, scanning, printing, and photocopying
- Greeting clients, staff, and visitors to the office
- Managing incoming and outgoing mail
- Monitoring Head Office email account
- Placing orders for couriers, out-sourced printing, supplies and equipment
- Maintaining office equipment and business machines (ie: printers, copiers, mail machine etc.)
- Organizing company events such as holiday parties, in-office meetings, teambuilding trips, and annual Golf Tournament
- Doing all that is necessary to ensure an efficient office setting

If you are interested in joining our team, please contact Jennifer Franker at info@darwin.ca. Please include a cover letter and your resume.