



Woodbridge Homes is seeking an Office Administrative Assistant to join their team!

About Woodbridge:

For 25 years, Woodbridge has been dedicated to creating superior spaces that make you feel right at home. At Woodbridge, we know that a home is much more than walls and a roof – a home is the very foundation for everything you do. It’s where you spend quality time with your family and where you get away from the world. That’s why Woodbridge is committed to designing homes where you can live your best life. We’re dedicated to the details that matter to you, to plans with a purpose, and to consistency of vision from concept to execution.

You could say that building quality homes that fit your needs isn’t just what we do, it’s who we are... and who we intend to be for at least another 25 years.

www.wbhomes.ca

Job Summary:

The Office Administrative Assistant reports to the Controller and will be responsible for maintaining office operations as well as assisting the finance team with clerical data entry. The Office Administrative Assistant will also have regularly scheduled tasks, as well as ad hoc responsibilities that will generally support the office and the senior management team at Woodbridge.

This is a wonderful opportunity for someone who really wants to grow with a mid-sized, tight-knit Vancouver-based real estate company.

Key Responsibilities:

Administration

- Front reception and telephone answering. Answers phone, greets visitors, and directs inquiries to appropriate team member
- Liaison and communication with all staff
- Attends to all incoming and outgoing mail, includes opening, sorting and distributing mail
- Maintain all office operations records such as: office keys, passwords, office parking
- Maintaining the office and lunchroom supplies inventory
- Maintaining the overall appearance of all office common areas daily and prior to meetings
- Organize office or cater lunch for corporate events and meetings, as required
- Performs document copying and scanning, as needed
- Maintains all administrative files for the office. Ensures designated files are properly packaged and labeled for required storage. Develops and maintains a file retention system which will provide easy identification and access to all stored files
- Prepare and modify documents including correspondence, reports, drafts, memos and email for senior management



- Schedule and coordinate meetings, appointments and travel arrangements for senior management
- Perform miscellaneous support functions or other duties as assigned by the Controller and senior management

Accounts Payable

- Performs data entry for all accounts payable functions and assists with vendor issues
- Prepare WCB clearance letters for cheque runs

Required Skills & Qualification:

- High School Diploma or above
- Previous clerical experience is required
- Strong organizational and communication skills
- Attention to detail
- Proficient computer skills
- Effective in prioritizing tasks and completing them with efficiency and accuracy

To Apply:

If this opportunity sounds like a good fit for you, please submit your resume and cover letter in confidence to: careers@wbhomes.ca with the subject line “Office Administrative Assistant”.

We thank all applicants for their interest however only those selected for an interview will be contacted.