

---

## OFFICE ADMINISTRATOR

### 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. SHAPE manages over 4M sq.ft of commercial space and a significant portfolio of commercial land held for development.

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

Our Corporate Operations team is committed to providing the best resources, information, and guidelines for employees of SHAPE while being instrumental in the organizational development and direction of human growth. This position will work amongst a team and organization that values purposeful partnerships, thoughtful ambition, and personal ownership.

Reporting to the Director of Corporate Operations, the successful candidate will be the first point of contact at SHAPE's Head Office and will perform a variety of administrative tasks to support the operations of the organization.

### Primary Responsibilities

- Professional and courteous handling of telephone calls, e-mail, and in-person inquiries.
- Coordinate daily mail and as needed courier services.
- Corporate Spending: Ensure invoices for all corporate spending are accounted for and submitted to Accounting on a monthly basis.
- Office organization: Work to maintain and organize boardrooms, kitchens, storage and supply room. Order inventory and supplies monthly.
- Document preparation: drafting letters, updating budgets, meeting minutes, and updating standard operating procedures.
- Meetings: assist in scheduling meetings and boardroom bookings. Order and organize lunches when necessary.
- Events: Assist in booking and organizing corporate events and outings as well as team building events for the Corporate Operations team.
- Travel: Assist in booking flights, accommodation, and transportation rental when needed. Track and utilize existing loyalty programs. May also be required to travel to various SHAPE sites from time to time.

- IT: Assist with updating and record keeping of IT equipment and invoices. Coordinate new equipment and maintenance such as printers, scanners, postage machine. Manage mobility needs, such as phone plans, warranties, and new devices, as well as internal Avaya phone system.
- Assist the Manager of Human Resources with onboarding processes and internal corporate recruitment processes.
- Assist with HRIS and Head Office server database projects.
- First Point of contact for other internal departments.
- Performs other related tasks as required.

## Qualifications

### *Required Knowledge, Skills and Abilities*

- Strong organizational and time management skills.
- Strong verbal and written communication skills.
- Ability to solve problems and find alternate solutions as needed.
- Ability to multi-task and prioritize tasks and assignments in a fast-paced environment.
- A team player fueled by positive energy and thoughtful urgency.
- Must be friendly, approachable and proactive focused

### *Required Training and Experience*

- High School Diploma or above
- Previous administrative experience is an asset.
- Proficient in Microsoft programs including Word, Excel, Outlook, and PowerPoint.
- Must be legally eligible to work in Canada.

## 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>

