

# FAIRBORNE

## ABOUT US

At Fairborne, we're more than home builders. We're passionate people creating vibrant living spaces and communities we would want to live in ourselves. Fairborne is committed to designing communities that support sustainable lifestyles, integrating and connecting people beyond their homes in amenity-rich neighbourhoods, and we are committed to building an experienced and talented team in the industry.

## THE ROLE

We are currently seeking an **Office Administrator** to join our team.

The role requires the ability to work independently and multi-task a variety of assignments in a fast-paced environment.

Working as part of the Fairborne team, the successful candidate will be the first point of contact of the company and will perform a variety of administrative tasks to support internal department teams. Reporting to Vice President and Director of Finance, primary responsibilities include:

### *Office Administration*

- Respond in a professional manner to all phone calls, inquiries, general emails and correspondences
- Coordinate mail and courier services as needed
- Office organization and management – manage boardroom and staff schedules, office inventory and supplies, equipment storage and file archiving
- Prepare communication - letters, memos, and transmittals as required
- Assist with organizing travel arrangements for staff
- Coordinate and plan office events, property and product tours, charity participation and educational retreats
- Review and process invoices for corporate spending
- Other duties as required

### *Internal Department Support*

- Assist accounting with AP and AR
- Reconcile monthly bank statement
- GST filing
- Monitor accounting email
- Annual report filing

# FAIRBORNE

- Assist with project presentations, reporting and research
- Outsource specific project needs

## **QUALIFICATION AND SKILLS**

- Minimum 2 years' experience in an administrative position
- Friendly positive attitude
- Dynamic team player
- Proficient with Microsoft Office
- Strong planning and organizational skills with attention to detail
- Excellent written and verbal communication skills
- Takes initiatives and ownership of responsibilities
- Positive and proactive approach to problem solving and seek alternative solutions
- Ability to multi-task and prioritize work efficiently
- Sage experience is an asset

## **TO APPLY**

We look for highly motivated and driven individuals with a passion for developing communities. If you are seeking an opportunity in the new home industry, we would love to hear from you. Please forward your resume along with a cover letter stating salary expectations to [careers@fairborne.com](mailto:careers@fairborne.com). We thank all applicants for their interest but only those selected for interviews will be contacted.