

Office Administration – Support Role (Part-Time 3 Days / Week)

About London Pacific

London Pacific is a commercial real estate brokerage that specializes in land assembly and sales. Working with property owners, investors and premier developers, our brokers assemble, market and sell land suitable for redevelopment.

The Role

We are looking for a dynamic and creative person to join our team, who will work closely with the Office Manager and the Marketing & Communications Manager to provide important office support.

Job Description

- Assist with daily office management functions including:
 - Answering main phone line, receiving couriers, mail, booking meeting rooms
 - Providing internal communication regarding office functions, processes, Team Meetings, and COVID 19 Protocol
 - Ordering of office supplies & kitchen & bathroom supplies
 - Communicating with external contracts/trades on office maintenance (Cleaners, IT, Photocopiers, Phone Systems, Elevator, HVAC)
- Assist with daily Office Administration functions including:
 - Data entry
 - Invoicing / communicating with accounting dept
 - Compliance, Conveyance, critical dates
- Assist Marketing Department
 - Signage ordering
 - Website Updates
 - Mail Chimp mailers
 - Updating Contact Lists

Required Qualifications and Skills

- High proficiency with Microsoft Office 365
- Familiarity with Adobe creative and professional suites
- Knowledge of Word Press and Mail Chimp an asset
- Knowledge of Real Estate contracts and conveyancing an asset
- Organizational, time management, and project management skills, high attention to detail and accuracy
- A dynamic team player; flexible to changes in job nature when required
- Mature personality who is punctual, responsible, and reliable

Please email your **cover letter** and **resume** to info@londonpacific.ca. We thank all applicants for their interest, however, only those identified for further consideration will be contacted. Rate - \$18-\$20 / hour