

Executive Assistant
Downtown – Vancouver



about fabric:

At [fabric living](#), we are committed to celebrating community by creating unique spaces in vibrant, authentic neighbourhoods. We add value to our local communities by delivering projects that inspire and connect people, with the goal of creating spaces that weave cities and communities together.

Fabric specializes in the development of condominium, purpose-built rental, and mixed-use projects in urban, amenity rich communities. We have multiple exciting projects under development and are continuously seeking new opportunities in amenity-rich urban communities. If you are interested in joining a young, dynamic team committed to adding value to the communities we are part of we'd love to hear from you!

our role:

To support current project and company growth, we are seeking an Executive Assistant to join our team. The successful candidate will provide dedicated assistance to the Founder & CEO and collaborate with Senior Management on development opportunities in Metro Vancouver, with a focus on neighbourhoods within East Vancouver. In this multi-faceted role, the Executive Assistant will also assist the team with general office management and HR support functions. Specified duties will include:

- Calendar management for the Executive, including scheduling appointments and events
- Detailed email management for the Executive, with phone and in-person communication support
- Coordinate travel plans and logistics for business travel for the Executive and Directors
- Fulfill general office administrative duties, daily corporate and ad-hoc personal errands
- Prepare expense reports and provide accounting support as required
- Handle HR administration tasks – new employee onboarding, organization of employee records, benefits coordination and assisting with development of company policies
- Oversee administration of cloud storage including managing access and permissions
- Save files to cloud storage and maintain organization of files for the Executive and Directors
- Manage input and updates for contacts in CRM system
- Maintain comprehensive and up-to-date list of corporate passwords
- Liaise with external stakeholders – including consultants, brokers, LP investors, title insurance companies, land registry offices and other third parties
- Coordinate with Directors to draft and distribute Investor Updates to LP investors
- Draft offers and addendums for the Directors review and approval
- Assist with administration and coordination of new property acquisitions
- Provide administration, RFP and coordination support to consultants relating to project development management
- Engage in analysis support with research and data collection of prospective acquisition and partnership opportunities across various markets and asset classes
- Review project documents related to land-use surveys and title searches
- Assist with marketing related activities for projects and corporate initiatives
- Coordinate fulfillment tasks related to the company's community-based charity projects
- Organize logistics for internal and external meetings and events
- Participate in ad-hoc assignments and special projects as requested

your qualifications:

The ideal candidate for this role will have a passion for real estate and an interest in design. In addition, candidates require:

- Three or more years of EA/Senior Administration experience working in the real estate investment, real estate brokerage, development, or legal industry
- Professional acumen and administration experience with real estate transactions, commercial agreements, and legal documents
- Strong proficiency with MS Office Suite, working experience with InDesign is strongly preferred
- Highly developed verbal and interpersonal/communication skills, including a proven ability to write effectively and clearly synthesize information
- Exceptional organizational and multi-tasking abilities with diligent follow-through
- Excellent attention to detail and accuracy
- Have a proactive mindset and be a critical thinker
- Able to work both independently and be a committed team player
- Be self-motivated with a proven ability to meet tight deadlines and have confidence to take on tasks across the full range of responsibilities

APPLICATION INSTRUCTIONS

Please do not contact fabric living regarding this position.

Individuals meeting the criteria above are encouraged to apply by emailing jobs@mcnak.com with the subject line: ***Application for fabric living.*** Please include a Cover Letter and Resume in your application.



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Thank you for your interest in this position. McNeill Nakamoto Recruitment Group is the exclusive recruitment partner for fabric living. For specific questions, Patricia Lim can be reached at patricia@mcnak.com or 604-662-8967 ext. 113 in confidence.

fabric living is an inclusive equal opportunity employer, and McNeill Nakamoto is committed to recruiting with a focus on equal opportunity, diversity and inclusion. While we thank all candidates for their interest, only select individuals will be contacted for follow-up.