



ADMINISTRATIVE ASSISTANT

WHO WE ARE

At Boffo Family of Companies we are a company founded on a set of time-honoured principals since 1963. We create and build homes and commercial properties that we can be proud of and that can be enjoyed for years to come. Our name is on everything we do and it has been for two generations. We love what we do and believe in the properties we develop and build. Boffo Properties encompasses all our developments – residential, industrial and commercial. And Boffo Building oversees all construction management initiatives for both ourselves and others. Together, with a team of industry leading professionals, we share the same passion, values and drive to ensure Boffo Family of Companies is always one step ahead.

We believe that being great is determined less by the size of our company, and more by our commitment to quality work, treating people well and strengthening our neighbourhoods. We'll be great by keeping small egos and having giant passion so we can do exceptional work alongside honest, devoted people.

Above all, we commit to innovation, good design, and authenticity. Period.

WHAT WE ARE LOOKING FOR

We are looking for an Administrative Assistant to join our team. This role is based out of our Vancouver Head Office. Reporting to the Corporate Controller, the Administrative Assistant will be responsible for providing administrative support and ensuring the efficiency of the office's day-to-day operations. The successful candidate will be the "go-to" person for completing administrative requests and projects including providing support as needed to all departments. This role is ideal for someone who enjoys a variety of work and likes to help out wherever needed. The successful candidate will have a positive attitude, be a team player, excellent verbal, written, and interpersonal communication skills and the ability to manage multiple priorities. Furthermore, this position requires computer literacy within Microsoft Office (Word, Excel, and PowerPoint) and Outlook and proficiency with Adobe PDF creator/ reader.

WHAT WE PROVIDE

- The opportunity for learning and training
- A competitive compensation package including an annual bonus program, company paid benefits and tuition reimbursement.
- A fantastic culture, fun social events and the opportunity to work alongside talented, passionate, and basically just awesome people.

WHAT DO YOU BRING?

- Ability to work in a very diverse and dynamic role and environment
- The passion to make things better.
- You genuinely enjoy working with people, embrace feedback and learning opportunities, and continually strive to find the best solutions possible
- You are able to take direction, collaborate, and be a team player
- At least 2-3 years of previous administrative experience
- Records Management and experience with digital filing
- You are enthusiastic, organized and administratively minded
- Tech Savvy
- You are proactive and eager to take on any task to support the team
- Confidence combined with excellent communications skills both oral and written
- Strong interpersonal skills which includes the ability to build solid relationships
- Experience in HR administration is considered an asset
- Previous experience in the construction and real estate development industry is a plus

If this sounds like you, we can't wait to hear from you. We will only be reviewing applicants via our job board directly at: <https://boffoproperties.bamboohr.com/jobs/>

No phone calls please