



BUILDINGS  
FOR BETTER  
LIVES

## **CAREER OPPORTUNITY – EXECUTIVE ASSISTANT**

### **At Adera we are:**

A family owned, fully integrated real estate development and asset management company with over 50 years of expertise in residential and commercial real estate across the Lower Mainland. We are leaders in intentional real estate creating buildings for better lives that enhance the communities in which we live, work and play. We deliver ultimate value through our commitment to people, climate, wellness and agility. An organization based on financial acumen, sustainability and life-long learning, we take pride in what we do and recognize our exceptional people as our superpower as we embrace the very best of our Live West Coast philosophy.

### **We are looking for people who:**

Proactively take ownership of their role and believe that the work we do matters. We like to have fun, take a collaborative approach to problem solving and are passionate about doing the right thing for our people, our partners and our communities. We appreciate diversity of thought and encourage each other to bring our best self to work every day. We are life-long learners who share ideas about how we might continually evolve as an organization. We respect the skills and professionalism of our colleagues.

### **We provide our employees with:**

- Competitive compensation with the ability to participate in the financial success of our development projects
- Health & Wellness benefits that support unique needs and provide a financial safety net in the event of unforeseen life circumstances
- Continuous investment in professional and personal development through both formal and informal training and education support
- Workplace flexibility appropriate to their role and with consideration given to individual circumstances
- Opportunities to participate in industry associations, events and/or charitable causes that they are personally passionate about

**The successful candidate will be:**

- A trusted and reliable support of the CEO, COO and VP, Acquisitions in achieving their objectives in a dependable and professional manner
- Active in planning and executing corporate and community events to build our brand and engagement with employees, customers, corporate partners and our communities
- A self-motivated individual able to work independently, while enjoying collaboration with others and contributing positivity, teamwork and fun to workplace culture
- Organized, detail oriented and able to manage multiple activities in a fast paced, deadline driven environment
- Naturally curious and helpful, willing to contribute their unique skills and attributes to the role and to continuously learn and further develop professional skillsets

**The ideal candidate will have:**

- Excellent communication skills, with clear and concise delivery of important details and the ability to proactively anticipate needs and get answers
- An ability to interact with a variety of stakeholders and conduct their role with professionalism and high standards of accuracy and timeliness
- A passion for a job well done, using technology to streamline processes, uphold brand integrity and support the success of our team
- A proficiency or aptitude for learning in MS Office 365 (Word/Excel/Powerpoint/Teams/Etc), collaboration platforms such as Zoom and Webex, digital document management (PDF/DocuSign/Bluebeam Studio)

**Sound like something that would be a great fit for you or someone in your network?**

**Click here to [apply or share](#) the opportunity**