



Property Manager Assistant (Administrative Assistant)

Posted by: Colyvan Pacific Real Estate Management

Posting date: 12-Aug-2024 **Closing date:** 08-Feb-2025

Education: Completion of a one or two-year college or other program for administrative assistants or related field.

Language: English

Job location: Vancouver

Salary: \$25 Per Hour

Years of Experience: 1 year

Vacancy: 1

Job Type: Full Time

Job id: CAJ6229746

Expired

Job description:

Property Manager Assistant (Administrative Assistant)

Job Title: Property Manager Assistant (Administrative Assistant) NOC 13110

Employer: Colyvan Pacific Real Estate Management

Location: 11100 Melville St. Suite 1325 Vancouver, BC V6E 4A6

Vacancy: 1

Wage: \$25/ hr. for 35 hours a week

Employment groups to include: persons with disabilities, indigenous, newcomers to Canada, student, and vulnerable youth

Terms of employment: permanent

Start Date: as soon as possible

Job Requirements:

Languages

- English

Education

- Completion of a one or two-year college or other program for administrative assistants or related field.

Experience

- At least 1 year to less than 2 years of work experience as an administrative assistant or any related field.

Duties:

- Process requests for strata documents from owners, relators, and lawyers using EstrataHub.
- Ensure timely and accurate preparation and release of all necessary documents.
- Prepare and send welcome packages to new owners, including all necessary information and materials.
- Prepare comprehensive materials for the meeting and ensure all necessary documents, reports and presentations are organized and reading for the meeting.
- Organize, manage, order and maintain inventory of office supplies. Monitor supply levels and manage inventory to prevent shortages.
- Respond promptly and professionally to telephone and email inquiries.
- Prepare and sending Bylaw infraction letters and other compliance related communications.
- Open, distribute and manage incoming regular and electronic email.

Work Conditions

- Ability to work independently, fast paced environment, work under pressure, tight deadlines, attention to detail, repetitive tasks, work with minimal supervision.

Personal Suitability:

- Ability to multitask
- Excellent oral and written communication
- Dependability, accountability, organized, flexibility, reliability, accurate
- Team Player, Judgement
- Time Management
- Due diligence and quick learner

How to Apply

•€€€€€€ Email: kyla@colyvanpacific.com

To apply for this job vacancy, please send your resume along with a cover letter and a reference letter from your previous employer to the following email: kyla@colyvanpacific.com

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