

**Position:** Office Administrator

**Terms:** 14-month maternity leave

**Expected Start Date:** December 2, 2019

**Hours:** 20-30 hours per week

**Schedule:** M-F or M-Th 10am-4pm (negotiable)

### **Our Company:**

Qualex-Landmark™ has been building boutique experiences for homeowners for well over 20 years. Our portfolio is defined by quietly iconic residential communities that result from our highly detailed approach to development.

### **Company Culture and Perks:**

- Small, tight-knit group of colleagues that value teamwork and open communication
- Beautiful home office and a kitchen stocked with snacks
- Group social events and lunches

### **This Opportunity:**

We are looking for a qualified and professional administrator to join our team, helping us take care of our office and the people who work in it. This role includes the following responsibilities:

- Greet visitors and prepare coffee/tea for guests
- Answer incoming phone calls
- Prepare, accept, and distribute mail and packages; order courier services
- Register team members for events
- Book travel and lunch reservations for the team
- Set out group snacks each day
- Keep the office tidy: water the plants, empty the dishwasher, refill the copy paper, tidy the boardroom after meetings, etc.
- Ordering office supplies, printing, postage, healthy drinks and snacks, gifts, and other items as needed
- Run errands: copies of keys, Canada Post, grocery store, etc.
- Call in a service request when something breaks down (copiers, computers, dead light bulbs, etc.) - or fix it yourself, if you can
- Act as our Fire Warden during fire drills
- Assist our executive team as requested: vCards, calendar invitations, printing, etc.
- Assist other departments as needed, especially during busy times

- Protect confidential information that is shared with you
- Special projects: birthday surprises, event planning, managing archived files, etc.

### **The Candidate:**

To thrive, applicants must be flexible, self-motivated, detail-oriented, and highly organized. In addition to these qualities, the ideal applicant will have:

- 1-2 years' experience as an Administrator, Receptionist, Executive Assistant, Office Manager, etc.
- Experience with Microsoft Word and Excel, Adobe Acrobat
- Excellent written and verbal skills in English
- First aid certification is a plus

### **To Apply:**

If you are interested in this position and meet the qualifications above, please email your resume and cover letter in PDF format to [careers@qualex.ca](mailto:careers@qualex.ca). Please also include your salary expectations.

We appreciate your interest in working with Qualex-Landmark™ and are always on the lookout for talented people to join our team, but please note that only a select few will be contacted for interviews.