

**Position:** Office Administrator

**Hours:** Full time (Monday to Friday, 8:30AM to 4:30PM) – in office

**The Opportunity:**

Working directly with the Vice President of Operations and the Office Manager, the Office Administrator will be responsible for:

Reception duties:

- Greeting visitors and preparing coffee/tea for guests
- Answering incoming phone calls
- Preparing, accepting, and distributing mail and packages; arranging couriers
- Assisting our executive team as requested: vCards, calendar management, printing, scanning, ordering gifts, errands, ordering and picking up lunches.

Office Administration:

- Keeping the office and kitchen tidy: emptying the dishwasher, wiping shared lunch areas, organizing cupboards and storage areas etc.
- Keeping the kitchen stocked; cutting up fruit / veggies and putting out daily snacks
- Setting up the boardrooms for presentations and tidying up after
- Maintaining plants and patio areas: watering indoor and outdoor plants, and wiping outdoor furniture
- Sanitizing door handles and common areas
- Ordering office supplies, printing, postage, etc.
- Registering team members for events
- Booking travel and lunch reservations for the team
- First-level IT support of our team
- Running errands: Canada Post, grocery store, picking up gifts etc.
- Coordinating custom gift ordering and flowers
- Assisting with event planning ie. team birthdays, staff events and more.
- Supporting the Vice President of Operations and Office Manager with duties as requested

## **The Candidate:**

To thrive, applicants must be ethical, resilient, self-motivated, detail-oriented, and highly organized. They must also be able to communicate in the English language both verbally and in writing, and be trustworthy with confidential information.

In addition to these qualities, the ideal applicant will have:

- 2+ years' experience as an Administrator, Receptionist, Office Assistant, etc.
- Bachelor's degree or post-secondary education
- Experience with Adobe Acrobat, Microsoft Word, Excel, and G Suite

## **About Us**

Qualex-Landmark™, one of Western Canada's most respected development groups, has been building boutique award-winning residential and mixed-use properties for over 20 years. Our portfolio is defined by quietly iconic communities, born out of our highly detailed approach to development. With over 2,500 homes and 22 outstanding communities built to date, our uncompromising commitment to quality construction and innovative design has cemented our reputation as a trusted developer. We are a company focused on growth and have built a philosophy of doing the right thing with a humanistic approach.

## **To Apply:**

Individuals meeting the criteria above are asked to submit their resume with cover letter in PDF format via email to [careers@qualex.ca](mailto:careers@qualex.ca).

While we thank all candidates for their interest, only select individuals will be contacted for follow-up.