

## **CURRENT JOB OPENING:**

### ***Developer's Administrative Assistant – Granite Developments Inc.***

This position is in Kamloops and covers a mat leave full-time 32-40 hours/week.

Compensation starting at \$24/hour with opportunity to advance.

Generous group benefits package after probationary period of 3 months.

## **KEY RESPONSIBILITIES & DUTIES:**

To support upper and middle management in carrying out various administrative tasks including but not limited to:

- ✓ Key liaison for all homeowners, including homeowner manuals and warranty issues
- ✓ Managing contracts & agreements and liaison with subtrades as needed
- ✓ Website & social media management
- ✓ All general office administrative duties, including running errands as needed
- ✓ Conduct walk-throughs with homeowners, sales team and site supervisors
- ✓ Reception duties, telephone, etc.

## **REQUIRED KNOWLEDGE, SKILLS & ABILITIES:**

- 2+ years' experience in a similar administrative role preferably construction industry
- Above average proficiency with: Microsoft Office (Word, Excel and Outlook), as well as Dropbox and Adobe Acrobat
- The ability to adapt to a fast-paced demanding work environment when events dictate & providing excellent time management and multi-tasking skills
- Strong written and verbal communication skills, ability to work independently
- Acquire a thorough knowledge of the organization's policies and procedures in a reasonable time frame
- Have an anticipatory, proactive approach to issues that may arise and possess excellent problem-solving skills
- Use discretion in handling confidential matters
- Valid driver's license and vehicle required for errands - kms allowance provided
- Company cell phone provided as communication by text and outside of office hours is required from time to time.

***Preference will be given to individuals that have previous administrative experience working in a construction industry environment.***