

OFFICE MANAGER + ADMINISTRATIVE ASSISTANT

District Group is a leading edge real estate investment and development company passionate about building exceptional projects that energize neighbourhoods and realize timeless design. Based in Vancouver, BC, District is actively pursuing mixed use projects focused on purpose built rental residential in BC, Alberta and western United States markets. We are dedicated to building a diverse collection of high quality assets and developing them to their full potential, adding value for our capital partners, tenants and homeowners.

The Role

Reporting to the Vice President, People Operations + Communications, the Office Manager + Administrative Assistant is the epitome of organization, attention to detail and professionalism. The ideal candidate is a dynamic individual who operates with utmost integrity and intentionality in everything they do. The person in this position will manage the flow of people and information into and out of the District office with tact and respect, and is highly skilled with managing confidential and strategic information with incomparable care. They must be exceptionally organized and take initiative in creating and improving systems and processes to support the growth of the team and the office. The right candidate should thrive in a fast paced, team oriented, entrepreneurial environment, and be able to expertly initiate and complete multiple assignments, maneuvering through changing priorities and high volume effectively and efficiently.

The ideal candidate is an experienced office manager and administrator with previous work experience supporting accounting, human resources, marketing and/or senior leadership. This is an excellent opportunity for a talented individual to further progress their career in the real estate investment and development business and to continue developing management skills. This position will be able to add value immediately and will be involved in all aspects of the company's business contributing to its success.

Key Responsibilities

The Office Manager + Administrative Assistant will be responsible for, but not limited to, accomplishing the following:

Office Management

- Manage the day-to-day smooth operations of the District office, including office maintenance and tidiness through to guest experience
- Act as the first point of contact in person, by phone and general e-mail, answering and directing all inbound inquiries, and moderating guest access to the office
- Coordinate all company IT including placing orders and tracking hardware and software, and providing direction and support to external IT support service consultants
- Support the Finance + Accounting department with bank deposits, credit card management and reconciliation, and processing staff expenses
- Manage all telecommunications accounts for the office and team members, and troubleshoot issues as required
- Manage all incoming and outgoing post and couriers
- Ensure that all office supplies are maintained at a workable inventory level, and ensure timely ordering and delivery of additional supplies

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T 604.322.5762 200-8809 Heather Street
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- Arrange meeting logistics, including setting up meeting rooms, and ordering catering and tidying up if required
- Placing and coordinating weekly office food orders
- Placing and arranging delivery of office furniture and other equipment as required
- Coordinating company events and related logistics

Administration

- Provide meeting coordination including scheduling, videoconference setup, meeting material compilation and taking meeting minutes
- Write letters and correspondence
- Coordinate the development of reports and presentations, liaising with team members and creative consultants to execute
- Coordinate the signing execution of documents
- Arrange business travel for team members
- Execute document printing, scanning, copying and assembly
- Ensure all documentation and records, both hard copy and digital, relating to the duties and responsibilities of this position are processed, maintained and filed in accordance to established procedures and practices for records management
- Support Human Resources as required including office orientations for new hires
- Support Brand + Marketing as required
- Support the executive team as required
- Additional special projects including ad hoc research and analysis as required

Skills & Experience

- Have a minimum of 1 - 3 years' experience in an Administrative, Office Management and/or Executive Assistant role
- Have a post-secondary degree, college diploma or certificate in Business Administration, Operations Management, Administration Professional or other relevant field, or an equivalent combination of education, training and experience
- Exceptional communication skills — both written and verbal — handling every interaction with respect and professionalism
- Excellent computer proficiency with advanced Microsoft Office Suite and 365 skills (Outlook, Word, Excel, PowerPoint etc.) and Adobe Pro, Adobe Creative an asset
- Extraordinary time management skills, functioning with a strong understanding of task prioritization, and can anticipate needs, accommodate to changing priorities and streamline processes
- Exemplary organizational and multi-tasking skills, as well as attention to detail
- Strong analytical and problem-solving skills
- Are a people person committed to fostering connections in every interaction
- Are a team player who thrives on collaboration, building relationships and bringing out the best in their colleagues

- Demonstrate initiative, along with the ability to exercise good judgment and a proactive approach, self-starting and thriving in an entrepreneurial environment
- Operate with a high level of confidentiality and diplomacy

What We Offer

This is a permanent, full-time, salaried position in office with a team of ambitious individuals with a sharp eye for opportunities that is committed to moving through business with integrity and thoughtfulness. You'll grow professionally, will receive competitive compensation, extended health benefits and opportunities to share in our success. We're on a path to elevate the way real estate and investment business is conducted and are eager to continue building a team equally excited to be those change agents.

How to Apply

Thank you in advance to all interested applicants. Please send a CV to Sonia Susin, Vice President, People Operations & Communications at careers@districtgroup.ca with the subject "Office Manager & Administrative Assistant Application". Due to a large volume of applications we will only reply to candidates selected for an interview.

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