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[districtgroup.ca](http://districtgroup.ca)

## **POSITION: Office Manager & Administrative Assistant**

**SCHEDULE: Monday – Friday, 8am – 4:30pm**

**JOB TYPE: Permanent, full time**

**WORKING CONDITIONS: In office**

**SALARY: \$40,000 - \$50,000**

**ADDITIONAL COMPENSATION: Bonus, Group Benefits**

**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**

District Group is seeking an Office Manager and Administrative Assistant to support the daily operations of its group of companies, including development, construction, property management and architecture. Reporting to the Vice President, People Operations + Communications, the person in this position will manage the office operations, provide department and executive team support, and also assist with basic marketing and accounting duties. This position is highly organized, detail-oriented, initiative taking, and serves as the first and central point of contact and coordination for the office and our team members.

The ideal candidate is a professional individual who operates with utmost integrity and intentionality in everything they do, managing 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.. The right candidate thrives in a fast paced, team oriented, entrepreneurial environment, and is able to expertly initiate and complete multiple assignments, maneuvering through changing priorities and high volume effectively and efficiently.

## Key Responsibilities

### Office Management

- Manage day-to-day office operations, with office tidiness and organization, and a supplied office being a first priority
- Serve as the first point of contact for visitors, general inquiries and incoming communications
- Maintain organized digital and physical filing systems for corporate and project records
- Coordinate all company IT including placing orders and tracking hardware and software, and providing direction and support to external IT support service consultants
- Manage all telecommunications accounts for the office and team members, and troubleshoot issues as required
- Coordinate office services such as courier services and printing
- Support with onboarding of new staff, including office setup and orientation
- Coordinate company events and activities

### Administrative & Executive Support

- Provide administrative support to the executive team, including calendar coordination, meeting scheduling and pick ups
- Prepare correspondence, letters, reports, meeting agendas and minutes as required
- Assist with expense, credit card and purchase order processing
- Support contract administration by organizing agreements, tracking key dates, assisting with signing execution and maintaining records
- Coordinate travel arrangements for all team members
- Coordinate meeting logistics as required
- Support preparation of presentation materials for internal and external meetings
- Ad hoc special projects including research and analysis as required

### Marketing Support

- Support preparation of company marketing assets such as presentations, proposal materials and brochures
- Retrieving social media and Google data reporting and billing
- Coordinate printing and distribution of marketing collateral
- Assist with brand consistency across company documents and communications
- File photography, videography, renderings and marketing assets
- Assist with basic marketing tasks, including:

1. Updating company and project marketing materials
2. Maintaining website content and updates as required

## Qualifications

- A minimum of 1 - 3 years' experience in an administrative, office management and/or executive assistant role
- A post secondary degree, diploma or certificate in Office Administration, Business Administration, Operations Management or a related field
- Experience in real estate development, construction, property management, architecture or professional services an asset
- Strong computer proficiency with advanced Microsoft Office Suite and 365 skills (Outlook, Word, Excel, PowerPoint etc.) and Adobe Pro, Adobe Creative an asset
- Familiarity with basic marketing tools or platforms (e.g., InDesign, Canva, website CMS, social media and Google platforms) is an asset
- Strong organizational, time management, multi-tasking and prioritization skills
- High attention to detail and accuracy
- Professional communication and interpersonal skills
- Team player who thrives on collaboration, building relationships and bringing out the best in their colleagues
- Proactive, adaptable and solutions-oriented mindset
- Operates with a high level of confidentiality and discretion when handling confidential information
- Possess a valid drivers' license

## 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](mailto:careers@districtgroup.ca) with the subject “Office Manager & Administrative Assistant Application” or apply to our LinkedIn job posting directly. Due to a large volume of applications, we will only reply to candidates selected for an interview.