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## Property Manager Assistant (Administrative Assistant)

**Posted by:** Colyvan Pacific Real Estate Management

**Posting date:** 12-Aug-2024      **Closing date:** 08-Feb-2025

**Education:** Completion of a one or two-year college or other program for administrative assistants or related field.

**Language:** English

**Job location:** Vancouver

**Salary:** \$25 Per Hour

**Years of Experience:** 1 year

**Vacancy:** 1

**Job Type:** Full Time

**Job id:** RJ4951963

### Job description:

#### Property Manager Assistant (Administrative Assistant)

**Job Title:** Property Manager Assistant (Administrative Assistant) NOC 13110

**Employer:** Colyvan Pacific Real Estate Management

**Location:** 11100 Melville St. Suite 1325 Vancouver, BC V6E 4A6

**Vacancy:** 1

**Wage:** \$25/ hr. for 35 hours a week

**Employment groups to include:** persons with disabilities, indigenous, newcomers to Canada, student, and vulnerable youth

**Terms of employment:** permanent

**Start Date:** as soon as possible

#### Job Requirements:

Languages

- English

#### Education

- Completion of a one or two-year college or other program for administrative assistants or related field.

#### Experience

- At least 1 year to less than 2 years of work experience as an administrative assistant or any related field.

#### Duties:

- Process requests for strata documents from owners, relators, and lawyers using EstrataHub.
- Ensure timely and accurate preparation and release of all necessary documents.
- Prepare and send welcome packages to new owners, including all necessary information and materials.
- Prepare comprehensive materials for the meeting and ensure all necessary documents, reports and presentations are organized and reading for the meeting.
- Organize, manage, order and maintain inventory of office supplies. Monitor supply levels and manage inventory to prevent shortages.
- Respond promptly and professionally to telephone and email inquiries.
- Prepare and sending Bylaw infraction letters and other compliance related communications.
- Open, distribute and manage incoming regular and electronic email.

#### Work Conditions

- Ability to work independently, fast paced environment, work under pressure, tight deadlines, attention to detail, repetitive tasks, work with minimal supervision.

#### Personal Suitability:

- Ability to multitask
- Excellent oral and written communication
- Dependability, accountability, organized, flexibility, reliability, accurate
- Team Player, Judgement
- Time Management
- Due diligence and quick learner

#### How to Apply

- Email: [kyla@colyvanpacific.com](mailto:kyla@colyvanpacific.com)