



JOB POSTING

Job Title: Administrative Assistant
Location: Calgary Office
Reports to: VP, Acquisition & Development

SUMMARY:

The primary function of the Administrative Assistant will be to provide administrative support to the Vice President of Acquisition & Development.

PRIMARY RESPONSIBILITIES:

- Providing administrative support, including preparing correspondence and reports, managing schedules, travel arrangements, expenses and maintaining files.
- Contacting tenants and other third parties as may be required.
- Liaising with members of Leasing Department as well as other departments of the Company across Canada and with external counsel.
- Preparation of Purchase Orders
- Processing of all Corporate invoices
- Assist with processing of all Development invoices
- Organize Development meetings including set up of Webex
- Organizing documents for closings.
- Assisting Executive Assistant when required.
- Other duties as required.

KNOWLEDGE, EXPERIENCE & SKILLS:

Post secondary education in Administration or related area with at least 2 years of administrative experience.

Specific Skills:

- Excellent MS Office and Real Suite skills (Word, Outlook, Excel)
- Ability to prioritize and multitask in a fast paced environment
- Excellent attention to detail
- Strong communication and organizational skills

Excellent compensation commensurate with experience and full benefit package.
Please apply to human.resources@firstcapitalrealty.ca.