

OFFICE MANAGER/EXECUTIVE ASSISTANT

ABOUT US

At Bold, we're driven by the human experience of space, merging technology & design to create unparalleled homes. We believe the human experience should drive every detail. We're not just developers. We design, build, and sell homes that put people at the forefront. Our human-centered approach extends to our people, as our working culture promotes creativity and collaboration within our passionate team of real estate professionals.

PRIMARY DUTIES & RESPONSIBILITIES

The Office Manager/Executive Assistant reports to the Corporate Accountant and maintains all administrative tasks of the organization by effectively managing the office, from reception to event planning.

The Office Manager/Executive Assistant performs a wide range of duties including, but not limited to the following:

Office Manager

- Managing reception desk – switchboard operation, responding to general inquiries/clients, greeting guests in office, accepting packages, courier coordination, mail pick up/drop off
- Maintaining the internal webpage for staff
- New team member onboarding coordination
- Office supplies purchasing
- Maintenance of Board Room, from computer to TV, to wine fridge
- Company car scheduling
- Overall maintenance of Server room, photocopier machine
- Lunch & Learn coordination for guest speakers, internal speakers, catering, day of support, set-up, and clean-up
- Event planning for larger team events/dinners/treats (Christmas party, Chinese New Year, surprise gifts, sell out celebrations/dinners)
- Social team leader and coordinator for team events, birthdays, Friday Snacks/smaller office activities
- General and project-based assistance to other departments as requested
- Follows an organized filing/document management process for electronic and paper documents
- Keeping the office clean and tending to plants and office fish
- Other duties as required

Executive Assistant

- Document preparation and management including formatting and editing letters, memos and presentations
- In contact with confidential information which should be maintained appropriately
- Set up of meetings in advance – providing tea/water to guests and owners upon arrival

- Time and calendar management – Independently manages multiple calendars through scheduling appointments, anticipating needs, changing and rearranging appointments as necessary for both President and CEO
- Meeting coordination - coordination and booking of meetings both internal and external as requested
- Picking up/delivering items as requested
- Travel planning: coordinates and prepares for travel plans on occasion
- Other duties as required

QUALIFICATIONS

Education

- University degree or college diploma

Knowledge, skills, and abilities:

- High energy with a positive attitude
- Well-developed written and oral communications skills
- Ability to prioritize independently
- Ability to multi-task and meet multiple deadlines in a fast-paced environment
- Demonstrates solid judgement regarding sensitive information
- Ability to work in a team environment as well as independently
- Strong social skills
- Mandarin is a plus but not mandatory

Proficiency in the use of computer programs for:

- Word processing (MS Office)
- E-mail/Calendar (MS Office)
- Power Point

Experience

- Minimum two years in similar role

Working Conditions

- He/she works primarily in an office environment in our downtown office.
- He/she may be required to work overtime hours for special events or other situations

Benefits

- Enrollment in an extended health, vision/dental plan
- RRSP matching program
- Sick days and personal appointment flexibility
- Professional development, educational opportunities, Lunch & Learns
- Secure bike storage
- Access to a company car
- Bold Fridays

How to Apply

- Please submit your resume, including cover letter, to hr@bold.ca
- Application Deadline: June 16th, 2017