



**POSITION:** Administrative Assistant

**STATUS:** Permanent  
Full-time

**PLACE:** To be determined

## **JOB DESCRIPTION**

The administrative assistant will be required to offer clerical aid to the administration team of a commercial center or to one or more regional directors of the residential sector. As well as receiving and transcribing correspondence, keeping administrative forms up to date, assuring the reception of sales figures, compiling and producing monthly reports, effect the transfer of such information and updating different criteria on Infodev, Accountmate and Excel software, it may also be required to answer the telephone, reception and distribution of correspondence, receive clients, suppliers and tenants. Depending upon the specific sector, it may also be necessary to collect rents, prepare deposits, leases and work orders.

## **QUALIFICATIONS REQUIRED**

- ✓ DEP or DEC in administration, accounting or office management
- ✓ 1 to 3 years experience in office management
- ✓ Expertise in Word and Excel software
- ✓ Expertise in French and English, written and oral
- ✓ Autonomous
- ✓ Dynamic
- ✓ Organized
- ✓ Team Spirit
- ✓ Knowledge of real estate management, an asset

This job description is not to be considered complete, as each individual may be expected to accomplish different tasks associated with the objectives envisioned by the company.

We advocated equal opportunity in matters of employment.  
Only applicants selected shall be contacted.