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BOLD.ca

Executive Assistant

Who We Are

Bold Properties is a real estate developer fueled by innovation, creativity, and the needs of our customers. We meticulously design our developments in order to construct, nurture, and foster new communities across the Greater Vancouver Area. We challenge the notion of typical in an effort to bring the newest and greatest in real estate without compromising on tradition or quality. Our team is comprised of a tight knit collective of young professionals who are passionate about the ever-evolving real estate industry.

The Opportunity

Our team at Bold is looking for an Executive Assistant at our head office, which will be relocated to downtown Vancouver at 688 W Hastings in May 2016. The Executive Assistant is responsible for clerical and administrative work involving close interaction with the Executive Directors. Work involves preparation of internal and external correspondence, charts, graphs, travel arrangements, maintenance of files, calendar scheduling, and Executive's requests from immediate staff. Duties also involve working with classified correspondence, reports, and data requiring a high level of confidentiality.

Responsibilities:

- Preparing correspondence, memos, reports, and other data, including confidential memos, letters, reports, etc
- Making arrangements for meetings and preparing presentations
- Making travel plans as requested
- Organizing and following up on requests for information, data, and project status reports internally and externally
- Screening and directing calls and visitors
- Maintaining all correspondence/reference files related to the President's office
- Collecting data and producing reports as required
- Miscellaneous tasks – Special event arrangements, Gift cards, etc
- Maintaining records of attendance and vacation of President's direct reports

Qualifications:

- A Bachelor's Degree. Preferably a Business major
- A minimum of 3 years' experience in a similar position requiring knowledge of general business practices, strong clerical skills including Microsoft Office (Outlook, Word, etc.), basic accounting, filing, etc
- Excellent writing and communication skills. Proficiency in Mandarin is an asset
- Passionate about real estate

To Apply

If you are interested in this exciting opportunity, please submit your resume and cover letter with "Executive Assistant" included in subject line to **hr@bold.ca**. We thank all applicants for applying. However, only qualified candidates will be contacted for an interview.