Boffo
Developments Ltd

BC'S BOUTIQUE HOME BUILDER ™

Receptionist / Administrative Assistant

Are you a self-starter with a positive attitude, high level of professionalism, excellent communication and impeccable organizational skills?

For the right person, this is an excellent opportunity to work with one of BC's most respected developers. Boffo Developments has a solid reputation and a loyal following of over 45 years and has achieved this by designing and building homes for a truly exceptional homeowner experience.

This is a temporary position (Maternity Leave), however, for the right candidate there is a potential for a long term career opportunity.

The ideal candidate is a detailed oriented individual who can demonstrate initiative, teamwork, excellent judgement and thrives on working in a challenging environment.

Responsibilities include:

- Front desk reception, phone and customer service
- Providing administrative support to Customer Care, Marketing and Project Management
- Preparing and formatting letters, spreadsheets and forms
- Processing incoming and outgoing mail
- Maintaining office supply inventory & equipment
- Maintaining filing system
- Preparation of bank deposits and bill payments
- Organizing agenda for monthly staff meetings
- Perform other duties as required

Requirements include:

- Excellent knowledge of MS Word, Excel and Outlook
- Minimum 5 years administrative experience
- Excellent written, verbal and interpersonal communication skills
- Must possess the ability to manage challenging and varied tasks and be able to work in a fast-paced environment
- Have excellent leadership, teamwork and organization skills
- Strong attention to detail
- Able to exercise confidentiality, displays enthusiasm and a positive outlook
- Driven to consistently provide exceptional customer service, both in-house and to our external customers
- Have a strong work ethic

If this describes you, please submit your resume and cover letter in .PDF format to jobs@boffo.ca.
For more information visit www.boffo.ca

We thank all applicants for their interest, however, only those selected for an interview will be contacted.

PREVIOUS APPLICANTS NEED NOT APPLY.