

## **Administrative Assistant**

**Position:** Full-Time Administrative Assistant

**Company:** Oulahen Team

**Location:** 4685 Yonge Street, Toronto

**Start Date:** Immediate

**Status:** Permanent, full-time

**Compensation:** Salary – TBA

The Oulahen Team has an exciting opportunity for a full-time Administrative Assistant to join our family-owned real estate business in the Yonge and Sheppard area. Become part of our growing team!

We are looking for a well-organized, detailed oriented, flexible, outgoing team member to perform and manage an array of responsibilities including organizing all aspects of the listing process, managing office systems, maintaining a client database and providing excellent customer service, and occasional staging. Must possess the ability to handle a variety of tasks in a fast-paced environment with strong attention to detail.

### **Primary duties:**

- General reception duties in answering incoming calls and greeting visitors in a friendly and professional manner, shared with colleagues
- Planning routes, booking appointments, and creating booklets for showings
- Preparing offer and listing paperwork with accuracy and precision
- Conducting research and collect data to produce market evaluation reports
- Regularly maintaining electronic and physical filing systems
- Assisting with staging homes for sale
- Running errands such as but not limited to: dropping off keys, installing or removing lock boxes and/or signage, delivering cheques and packages in a timely manner
- Answering emails in a timely and professional manner
- Create feature sheets and other marketing materials
- Some technical support to troubleshoot common issues

### **Qualifications and skills include:**

- Must have excellent verbal and written English skills
- Must have strong organizational skills
- Must have ability to thrive in a fast-paced office environment
- Must be able to work both collaboratively and independently, to meet deadlines on multiple projects simultaneously
- Must possess valid Ontario "G" Driver's Licence
- Minimum 2 years of office administrative experience
- Strong proofreading and editing abilities
- Pleasant and professional telephone etiquette
- Proven experience in client relations and administration
- Self-motivated with aptitude for problem solving with ability to assess, prioritize and act quickly
- Enthusiastic, trustworthy, accountable team player
- Technically skilled and be able to troubleshoot issues
- Able to learn new programs quickly

- Capacity to maintain and develop new office systems with initiative
- Proficient in Windows OS and Excel, Word and Publisher software
- Proficient, knowledge and experience with G Suite
- Experience with Dotloop is an asset
- Experience with Adobe Photoshop, InDesign, and Illustrator an asset
- Previous real estate experience is an asset
- Ability to speak multiple languages is an asset
- Comfortable with travelling by car or public transit to various locations around the city
- Access to a vehicle is an asset

If you are interested in this role, please email your cover letter and resume in PDF format addressed to Mark Oulahen at [hr@oulahen.com](mailto:hr@oulahen.com).

We thank all applicants for their interest in this position! However, due to the volume of applications we receive, we are only able to contact those candidates selected for interview.