



Office Administrator

We're looking for awesome! Our team is growing and we have an exciting and immediate opportunity for an office administrative professional to join our team . Are you committed and looking for a long-term opportunity with room to grow? Join our top real estate team!

WHO YOU ARE:

If you consider yourself to be ultra-organized, detail-oriented, with a strength in multi-tasking and time management, keep reading. We're looking for a self-starter with proven office experience - a dedicated individual who understands a job description is just the beginning, and is always looking for ways to grow and find effective ways to bring value to the organization and team.

Our Ideal Awesome Addition to the Administrative Team Will Bring:

- A focus on customer service (to our clients & our team); friendly & professional
- A track record of punctuality & reliability
- Strong written/verbal communication skills - proven proofreading & grammar
- Highly organized
- Detail oriented, accuracy
- Ability to follow instructions/processes & adapt when they change
- Flexible/ability to multi-task/manage priorities to meet deadlines (in a fast-paced/changing environment)
- Self-motivated / self-starter - resourceful with a can-do attitude / a 'do-er'
- A strong team player who enjoys working with others and contributing to the overall success of the business
- Experience with Microsoft Office Suite
- Proven computer experience (admin level - know way around a computer/have used computer for work on a daily basis- file system - willing to learn new programs - programs we use include: google drive, word/docs, excel/sheets, outlook, dotloop, followupboss, canva, wordpress)
- Familiarity with and competency working in a paperless environment
- Ability to work independently & cooperatively
- Ability to manage shifting priorities and multi-task

- Able to make quick & effective decisions
- Maintain confidentiality

WHAT YOU'LL DO:

- Be our first impression to the world
- General office tasks & administration including filing (physical/digital), maintain organized office/work environment, taking meeting minutes, light bookkeeping, and other duties as required
- Manage/inventory office/marketing supplies
- Provide administrative (and light marketing) support to our team of realtors, management & marketing team
- Manage sales files through to completion
- Listing administration
- Administrative & customer service support for our sales centres as required
- Light marketing including updating some minor website updates, creating brochures & some social media
 - If interest/time allows, there is the opportunity to assist in other marketing areas including website content, blog/content development, advertising management
- Client customer service
- CRM database administration
- Follow processes and work-flow systems and create ways to make them even better
- Work with our preferred vendors
- Continue to improve efficiencies and take day-to-day office tasks away from agents

Let us know your level of knowledge & experience with any of the following:

- Canva or Illustrator
- Dot Loop
- Docusign
- Authentisign
- Google Drive
- Office - Word & Excel
- Minor edits in WordPress
- Later
- Social Media Channels
- Mailchimp
- CRM Databases
- Matrix
- Touchbase

HOW TO APPLY:

Tell us what makes you awesome! **Send your resume and cover letter with salary expectations in PDF format to michelle@kelownarealestatepros.com.**

Deadline - September 29, 2022

No phone calls please. Only those shortlisted will be contacted.