

Job Posting  
June 2021



**ADMINISTRATIVE ASSISTANT**  
**MATERNITY LEAVE CONTRACT POSITION (12 months)**

**Organization:** WHITNEY & Company Realty Limited, Brokerage  
**Position Title:** Administrative Assistant  
**Reports to:** Director of Operations & Administration  
**Location:** Waterloo, Ontario

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**THE OPPORTUNITY**

Reporting to the Director of Operations & Administration, the Administrative Assistant provides administrative support in office, with day-to-day activities and tasks, with a high degree of confidentiality. The position requires continual attention to detail, understanding priorities, meeting deadlines, and the ability to juggle multiple competing tasks and demands. The candidate will be responsible for the accurate and timely preparation of all office duties.

We value employees and are looking for the right person to join our team to cover a maternity leave. Should the person on maternity leave not return and you had satisfactory reviews, you will be eligible for this permanent position.

**WHY WHITNEY & COMPANY?**

We are an equal employment opportunity employer! Here at WHITNEY we believe in people development, by positioning our employees for growth. We want to help you enhance, highlight and expand upon what you already do best. We offer flexibility and encourage employees to pursue personal hobbies and interests to achieve a healthy work-life balance. We offer a competitive salary and a comprehensive benefit package.

You will have the opportunity to work with a dynamic team of people that are running at "Mach 5" most of the time! We are a strong team that works hard. When not running so quickly, we are very social creatures and love to get together (including virtually during COVID) and celebrate the team environment that is WHITNEY & Company.

**WHAT WE'RE LOOKING FOR**

The position requires an organized individual with attention to detail and the ability to focus on tasks for extended periods of time. The Administrative Assistant must be energetic and self-motivated while being able to take direction, work independently, and communicate clearly.

As a renowned leader in the Commercial Real Estate Market in Waterloo Region, we pride ourselves on a work environment that values respect, innovation, teamwork and excellence. In order to be successful in this role, you will complement our key values with a strong entrepreneurial spirit.

## **KEY ACCOUNTABILITIES**

- Attend to the reception area, effectively handle and direct incoming calls
- Assist with typing, filing, photocopying, binding and misc. office responsibilities
- Order and stock supplies (toner, business cards, etc.) – keep a running inventory
- Create and process listing agreements, amendments and cancellations for the Kitchener-Waterloo Real Estate Board and Toronto Real Estate Board
- Assist with preparing documents such as trade records, term sheets, offers, valuations, referral agreements, deposit receipts, presentations, etc.
- Track property keys, newspapers & office equipment
- Assist with coordinating open houses and social events
- Manage appointments, meetings, and conference calls for Sales Professionals
- Assist with miscellaneous duties as assigned

## **THE IDEAL CANDIDATE**

*The ideal candidate will possess the following knowledge, experience, skills and attributes:*

### **Education & Skills:**

- Highschool Diploma or equivalent
- Proficient in Microsoft Office Suite (outlook, word, excel, powerpoint) in a Mac environment
- Exceptionally organized and ready to jump into team collaboration
- Understand priorities, meet tight deadlines and the ability to juggle multiple competing tasks
- Nimble, agile, and flexible in our fast-paced and constantly evolving environment
- Strong organizational and project management skills
- Excellent written and verbal communication skills
- Must have a vehicle and valid G driver's license

### **Professional Experience:**

- 1+ years' experience in an Admin Assistant role, ideally gained in the real estate sector
- An asset if you have foundational knowledge of the real estate market and how it functions, complemented by an understanding of a real estate consumer's mindset and buying process
- Experience with relevant technology and applications
- Previous experience managing complex projects that run simultaneously

### **Personal Attributes:**

- High degree of confidentiality
- Demonstrated problem solving abilities
- High energy individual with the ability to take initiative
- Strong communicator and relationship builder
- Professional, motivated, outgoing and enthusiastic
- Highly collaborative; works well cross-functionally

If you think you could be a fit with our culture and would like the opportunity to take this role to the next level, we would love the opportunity to interview you!



**CONTACT INFORMATION**

Please forward a confidential expression of interest (cover letter and resume) or any questions regarding this opportunity to:

**Alisha Morel**

*Director of Operations & Administration*

**Email:** [alisha.morel@whitneyre.com](mailto:alisha.morel@whitneyre.com)

**Phone:** 519-746-6300 ext. 250

*For more information on WHITNEY, please visit our website: [www.whitneyre.com](http://www.whitneyre.com)*