WHITNEY
Commercial Real Estate Services

Organization:	Whitney & Company Realty
Position Title:	Administrative Assistant – Full Time, Permanent
Reports to:	COO
Location:	Waterloo, Ontario – In office position
Posted Date:	July 16th, 2025

JOB SUMMARY

We're on the hunt for an Administrative Assistant to support our team. This role is perfect for someone who is hyper-organized, thrives in a dynamic environment and genuinely enjoys being the go-to person who keeps everything running smoothly. You'll be an essential part of our operations; handling day-to-day tasks, helping us stay on track and bringing a positive, can-do attitude to the table.

THE OPPORTUNITY

Whitney & Company Realty is a locally owned and operated, leading real estate brokerage in Southwestern Ontario specializing in commercial real estate. We're not your typical brokerage - we're a connected and collaborative team that values hard work, mutual respect and celebrating our wins together. This is a great opportunity to be part of a high-performing, supportive environment and to learn from some of the top award-winning sales representatives in the commercial real estate industry.

At Whitney & Company Realty we're committed to professional growth and believe in positioning our employees for long-term success. In addition to a competitive salary, we offer a comprehensive benefits package to support your well-being both inside and outside the office.

KEY ACCOUNTABILITIES

- Data management and accurate inputting of information into trade files
- Update, maintain, process and ensure accuracy of brokerage listings, amendments and trade updates
- Manage processes for mail, couriers, filing, photocopying, printing, and misc. office responsibilities
- Update properties on the company website, as directed by the marketing team
- Be the first point of contact for all incoming calls, emails and client/team needs
- Assist with general errands, including bank deposits and picking up supplies
- Communicate information in a timely and professional manner
- Provide basic IT support within the office
- Order and organize signage for listed commercial and residential properties
- Collaborate with the COO to increase office efficiencies
- Assist with miscellaneous duties as assigned

QUALIFICATIONS

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

- 1+ years' experience in a professional office, ideally gained in the real estate sector
- Excellent organizational and time-management skills
- Able to understand priorities, meet tight deadlines and juggle multiple competing tasks
- Strong communication and interpersonal skills (verbal and written)
- Attention to detail and a commitment to accuracy
- Proficiency in Microsoft Office
- **Must** have a vehicle and valid G driver's license

EDUCATION AND EXPERIENCE
-    A high school diploma or equivalent is required, post-secondary education is a plus

DON'T MEET EVERY CRITERIA? APPLY ANYWAY!
We value diversity and recognize that not every candidate may meet every listed criteria. If you are enthusiastic about the role and believe you can contribute to our team, we encourage you to apply. We are committed to considering all qualified applicants.

SALARY RANGE
$40,000 – $50,000 annually + Company paid comprehensive benefits + Health Spending Account

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!

HOW TO APPLY
Please email your resume, or any questions regarding this opportunity to careers@whitneyre.com**.**

WHITNEY & Company Realty is an Equal Opportunity Employer and is committed to working with and providing reasonable accommodations to individuals with disabilities. If you need a reasonable accommodation because of a disability for any part of the employment process – including the online application and/or overall selection process – you may email us at info@whitneyre.com.