

June 2019

Job Title: Entry Level - Administrative Assistant

The Company:

The Wynford Group is a local family owned business that places great value in our people as well as the services we offer our clients. We have taken a conservative approach to growth over the last 33 years of business and have one of the lowest turnover rates in staff and clients as a result.

The Opportunity:

We are hiring to fill the role of Administrative Assistant to the strata managers. The main responsibilities as the administrative assistant include, but are not limited to the following:

- Entering data and filing
- Printing and preparing distributions
- Typing, editing, and drafting correspondence
- Preparing meeting Agendas and Minutes
- Updating various lists, forms, and records

Office hours are 9:00 am to 5:00 pm (35 hours / week) Monday to Friday. Compensation is competitive and negotiable based on qualifications and experience.

The Candidate:

The ideal candidate will have a positive attitude with some office administration experience or a comparable education background; experience in the Strata Management industry is a huge asset! We are looking for someone to start as soon as possible.

Candidates must possess all of the following:

- Excellent command of the English language (grammar, spelling, punctuation)
- Strong communication skills
- Strong multi-tasking and time management skills
- Intermediate proficiency in Word, Excel, and Outlook
- The ability to learn fast and work with minimal supervision
- Being capable of meeting deadlines
- A positive attitude

Job Title: Administrative Assistant
Compensation: \$32,000
Benefits: Comprehensive benefits program (upon completion of probation)
Employment type: Full-time

The Application:

If you feel you would be a fit for The Wynford Group and have the relevant skills required, please send in your cover letter and curriculum vitae (CV) to careers@wynford.com. We will review your application and contact you to schedule an interview.

Thank you.