

CURRENTLY HIRING:

HOMES BY DESANTIS

FULL TIME RECEPTIONIST / ADMINISTRATIVE ASSISTANT

Homes By DeSantis is expanding! We are proud to announce that we are undergoing growth and change and we are looking for exceptional people.

The company is seeking a dedicated, enthusiastic and detail-oriented **Receptionist / Administrative Assistant**. This is an *entry-level* position with room for advancement.

Reception/Admin provides reception and general office administration duties. S/he answers and screens all incoming phone calls and prepares/distributes office mail and couriers. S/he provides the first-level representation of DeSantis, as s/he greets and screens visitors. S/he manages the inventory of office & kitchen supplies and maintains the boardroom, reception and kitchen areas.

In addition to the above, duties would include but are not limited to the following:

- Provide administrative support for multiple managers
- Data entry
- Special projects as assigned
- Maintain electronic and hardcopy files
- Photocopying, filing, typing correspondence
- Preparing sales packages, mail merges
- Utility notifications
- Rent Collection

IDEAL CANDIDATE

The ideal candidate seeks a full-time position and will have a minimum of 2+ years of previous experience working in a similar role. S/he can effectively multi-task, is able to prioritize and has Microsoft Office skills. Due to the significant interaction with homeowners, this candidate requires a high level of customer service skills, and the ability to work with homeowners to identify issues and direct calls effectively. The Receptionist must be able to work with all kinds of homeowners, trades, and management personnel.

The successful candidate will possess superior communication skills, an even keel, and strong organisational skills. S/he can manage a variety of projects with competing deadlines. S/he will be comfortable with performing all aspects of the job and enjoys going above and beyond the call of duty when required. S/he must be available to work office hours 8:00 am to 5:00 pm Monday to Friday and special events (as needed). If you enjoy a high-energy environment with a variety of people, a culture of competence and strong work ethics, this is the job for you!

Personal Characteristics:

- Energetic team player who works well under pressure
- Excellent time management and organisational ability
- Ability to multi-task, learn and apply new information quickly
- Comfortable with variable workloads
- Neat and presentable appearance
- Positive, friendly demeanour
- Superior English and grammar and strong verbal communications skills
- Adept at handling problems and resolving conflicts as a regular part of the job
- Able to manage internal/external contacts which are of a regular nature which requires tact and courtesy in obtaining and exchanging information as well as maintaining confidentiality

Education & Experience:

- High school diploma
- 2+ years working experience interacting with customers preferred
- Experience working in a similar role
- Previous Construction experience an asset

Technology:

- Strong software computer skills – MS Office
- Good keyboarding skills
- Is bondable and can pass a criminal background check

COMPENSATION RANGE

Hourly wages commensurate with experience

DEADLINE

Deadline for application is Friday, February 12th, 2021. Please submit your cover letter and resume to jobs@homesbydesantis.com.

POSTING SITE

www.homesbydesantis.com/careers