



Administrative Assistant

We are seeking an experienced Administrative Assistant who will consistently deliver unrivaled service while maintaining an efficient flow of information and documentation within the office.

About the role

As a member of the administrative support team, you will:

- maintain confidence and protect operations by keeping information confidential.
- provide administrative support and assistance including booking boardrooms and equipment, making travel arrangements and completing travel expense claims.
- receive inquiries and determine urgency of attention.
- compile information, ensuring all necessary information and materials for meetings is readily available.
- prepare and proofread a variety of documents including correspondence, slide presentations, charts, and project plans.
- prioritize conflicting needs and handle matter proactively.
- organize and maintain departmental records as accurate and complete and develop and maintain filing systems.
- maintain information exchange and collaboration with the internal and external stakeholders.
- ensure document are kept updated and respond to requests for materials.
- provide assistance and facilitation of meetings including coordinating agenda items, taking minutes and following up on items discussed for action.
- receive, review, and prioritize incoming mail, referring matters for action as appropriate.
- follow up on outstanding items ensuring timely responses.
- respond to inquiries, internally and externally, ensuring appropriate actions, dissemination of information and follow up as necessary.

About you

You have/are:

- a team player
- a high degree of accuracy
- the ability to meet timelines
- mature, pleasant and professional
- the ability to effectively prioritize and execute multiple tasks
- highly organized and have the ability to process large volumes of information
- proficient in the use of MS Office suite
- a post-secondary education or suitable professional training and experience as an alternative
- effective oral and written communication
- excellent interpersonal skills

About us

We:

- empower our people to strive for creativity, uniqueness, and distinction.
- are driven by values of Integrity, Commitment, Innovation, Attention, Balance, Gratitude, and Leadership.
- Our mandate is to deliver turn-key simplicity by offering real estate stakeholders a comprehensive management package designed to maximize asset value and net operating income
- we professionally manage over 2,000 residential/condominium units and 2.3 million square feet of commercial, industrial, and retail space.
- are actively pursuing portfolio growth opportunities.
- have been shaping real estate in Ottawa for over 60 years.
- are proud of our fun and professional environment that promotes and rewards learning, development, and success.

We offer a dynamic opportunity with an attractive base salary and benefits. Should Regional Group and this position be a good match for you, please email your cover letter and resumé to: recruiting@regionalgroup.com.

If you are an applicant with disabilities and require accommodations, please let us know in advance so that we may arrange for their provision.