



JOB DESCRIPTION – EXECUTIVE ASSISTANT/ACCOUNTING ASSISTANT:

- ***Admin assistant general duties including:***
 - Telephones
 - Preparing job contracts & drawings for signatures
 - Making application for Course of Construction Insurance
 - Preparing, organizing and updating job files
 - Applying for new job connections: Hydro, Gas, Telephone
 - Organizing required documents for final review by Municipalities
 - Preparing a variety of binders for: pricing, client pricing, client final, site
 - Updating information in marketing promos
 - Printing & binding marketing promos
 - Preparing a supply of promo packages
 - Ordering & organizing project photos
 - Word processing & excel documents as required
 - Occasional formatting of document templates (such as specifications)
 - Update website as requested
 - Organizing, storage and clean-up of drawings of completed projects from plan drawers
 - Printing drawings
 - Keeping Consultant Professional Liability insurance certificates current
 - Monitoring & following up on final documentation and as-builts for delivery to clients
 - Ordering: couriers, office supplies, equipment service calls
 - Keep supply of timecards printed
 - Open & distributing mail
 - Attend to postage machine (updates, servicing, adding postage)
 - Making coffee for morning break
 - Periodic cleaning of espresso machine
 - Tidying boardroom in preparation for meetings (as much as possible)
 - Preparing refreshments for meetings or ordering & picking up lunch

Note: Applicant should have excellent knowledge of Microsoft Office programs and impeccable English language skills –both written and verbal

- ***Property Management duties including:***
 - Preparing leases
 - Preparing and updating Rent Schedules as required
 - Liaising with tenants regarding their issues
 - Organizing tradesmen to resolve issues (repairs) or discuss with Teck staff when necessary
 - Set up security monitoring and accept security calls – resolve one way or another depending on the concerns
 - Keeping property binders updated

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- ***Accounting Assistance***
 - Provide assistance to the accounting department in the following areas:
 - Accounts Payable Support – coding invoices, data entry, cheque processing
 - Relief Payroll Support – providing full back up for bi-weekly payroll as required

Note: Applicant should have good background in accounts payable and payroll procedures.

