**Administrative Assistant**

**Roccabella Condo Building**

**Détails du poste**

**Salaire**

45 000 $ per year

Temps plein

Permanent

Downtown Montreal

**Description complète du poste**

Administrative Assistant Duties

* Greet clients/suppliers/visitors
* Call clients and suppliers for service calls
* Answer incoming phone calls
* Prepare work order and Purchase orders
* Perform other clerical receptionist duties such as mailing, filing, scanning etc.
* Register keys in key cabinet system
* File documents
* Prepare letters and notices to co-owners
* Write memos and emails to co-owners in both official languages
* Coding of invoices
* Maintain building facility reservation calendar
* Provide overall administrative support to Director of Operations
* Compile, enter and maintain all relevant co-owner information in Building System – Building Link, to ensure accurate and appropriate information is available to staff.
* Respond to and dispatch inquiries in the general inbox;
* 3 + years’ experience as a service administrative assistant or relevant industry;
* Advanced knowledge of common software and tools, including Excel
* Excellent verbal and written communication skills;
* Solid organizational and time management skills;
* Detail oriented, with a strong sense of judgement;
* Ability learn and adapt quickly to different projects and systems;
* Ability to thrive in a high paced environment with pressure to meet tight deadlines;
* Experience working for a Property Management company

Avantages :

* Assurance Dentaire
* Assurance Maladie Complémentaire

Horaires de travail :

* 8 Heures
* Fins de semaine uniquement
* Quart de jour
* Toutes les fins de semaine

Langue:

* anglais (Obligatoire)
* Français (Obligatoire)

Permis/certificat:

* permis de travail (Obligatoire)