



February 2017

D.R. Coell & Associates is looking for a Part-time Administrative Assistant to join our renowned real estate valuation and consulting firm located in Greater Victoria.

Hours of work are 1:00 – 5:00 p.m. M – F. Based on experience, compensation is \$17.50 - \$20.00/hr.

QUALIFICATIONS:

You are a professional person who has at least 3 years of administrative experience in an office environment and type a minimum of 50 wpm. You will have extensive knowledge of MS Office software including Outlook, Word and Excel. Advanced computer skills are required as well as excellent attention to detail, above average grammar, great interpersonal skills and must be team oriented. You are a critical thinker who is skilled in problem solving, has the ability to take initiative and is supportive of changes. You have excellent organizational, multi-tasking and communication abilities, and can work both independently and in a team environment.

RESPONSIBILITIES:

- * Reporting to the Office Manager you will provide administrative support by adhering to company standards for proof reading and formatting appraisal reports, letters and emails. Prepare hard copies of reports, client invoices and tracking of same. A keen attention to detail, highly organized and an excellent work ethic is paramount to the position.
- * Assist with data input and content review on internal systems (new files, commercial index, comparable sales, leases, etc.).
- * Maintain office reports/filing system, mailings, supplies, etc.
- * Exceptional interpersonal and written/verbal communication skills are essential for this engagement. As the first point of contact for phones/walk-ins you are professional and polite and are required to record accurate messages and relay same in telephone transfers, emails, etc.
- * Arrange couriers, handle mail, etc.
- * Additional administrative duties may be assigned, as required.

To apply: Please email your resume to Marcella (mmoore@drcoell.com) and clearly show how you meet the requirements for the position.

Reference checks and interviews will be conducted.