

## **RECEPTIONIST/OFFICE ADMINISTRATOR JOB DESCRIPTION**

**Location:** Downtown Vancouver, British Columbia  
**Reports to:** Office Manager

### **Purpose:**

The purpose of this role is to maintain the multi-company switchboard, greet various parties as they enter the office, as well as perform basic office and accounting administrative functions.

### **Reception**

- Manage multi-company switchboard, routing calls as appropriate
- Receive incoming courier packages and prepare outgoing packages
- Receive and distribute fax correspondence
- Process daily outgoing mail using postage machine and retrieve incoming mail from post office including opening, stamping and sorting
- Greet all visitors by offering refreshments, inform the appropriate staff of their arrival
- Manage boardroom bookings
- Assist with catering for meetings
- Keep mailroom/kitchen tidy including loading and unloading coffee area dishwasher and making sure coffee is fresh for employees and guests
- Open and close reception, responsible for locking doors at the end of the day

### **Office Administration and Accounting**

- Prepare and code select invoices including matching with receiving slips
- Manage invoices relating to assigned A/P accounts including batching and entering
- Assist with inter-company receivables
- Reconcile monthly utility statements
- Maintain master list of utility accounts by property and prepare monthly usage reports
- Prepare vendor cheques for mailing
- Post monthly payables
- Assist with administrative overflow and special projects from other departments as needed
- Prepare weekly and monthly reports with MLS data for distribution to Parklane Sales Centres
- Manage bi-weekly office supply orders and maintain appropriate quantities in reception stock room
- Provide coverage to Parklane service department during vacations and absences
- Other projects as required

### **QUALIFICATIONS AND ABILITIES:**

- Strong organizational skills, ability to prioritize and multi-task
- Minimum 2 years Receptionist/Office Administrator experience
- Exceptional customer-service skills and effective communication both verbal and written
- Ability to work with minimal supervision
- Experience with MS Word, MS Excel and Outlook, must be comfortable working with spreadsheets
- Exposure to accounting is an asset, aptitude and passion for working with numbers a must