

Streetcar Developments enjoys a hard-earned reputation as a Toronto developer who invests in exciting neighbourhoods, improving the quality of entire communities. Every one of our celebrated residential projects integrates seamlessly into its surroundings, respecting the historic look and feel of the area while providing a glimpse into what could be.

Our unwavering commitment to build a more livable and culturally rich Toronto has allowed us to attract the absolute best and most passionate talent.

Streetcar is currently seeking qualified, ambitious and driven individuals to join our team in the following role:

Office Administrator – Head Office

PRIMARY RESPONSIBILITIES:

- Coordinate office activities and operations to secure efficiency and compliance to company policies
- Coordinate and oversee the reception area by providing support to visitors to the Head Office and by providing efficient, friendly and informed support to incoming and outgoing callers.
- Create and update records and databases with personnel, financial and other data
- Handle mail and other deliveries, both incoming and outgoing
- Manage office service contracts and suppliers
- Organizing maintenance and servicing of office equipment
- Organizing maintenance and servicing of computer systems
- Order and distribute office supplies as required
- Assistance in organizing meetings as necessary
- General administration when needed and as required (e.g., filing, etc.)
- Handling all requests and concerns with speed and professionalism

QUALIFICATIONS:

- A minimum of 2 years' experience in office administration or similar role is required
- Experience in the real estate/home construction industry is an asset
- Post-secondary education is required
- Demonstrated proficiency with computer systems, (i.e., Word, Excel, Outlook). Familiarity with office management procedures and basic accounting principles
- Driver's license is required
- Ability to multitask and meet changing deadlines
- Flexible to challenges as they arise and the ability to remain calm under pressure
- Strong communication skills in English, both written and oral, is required
- Excellent organizational skills and attention to detail
- Ability to handle confidential/ sensitive information with discretion and maturity
- Demonstrated ability to communicate effectively in conflict and other situations that may require tact, diplomacy and discretion

To express interest in this exciting opportunity, please apply in writing by electronic mail, with a copy of your resume to:

Streetcar Developments – Reception (Head Office)

e-mail: careers@streetcar.ca

Attn: Wendy Stewart

Tel. (416) 686-9199 x109

No agencies please.