

## JOB OPPORTUNITY

2019 – 06

**Title:** Administrative Assistant  
**Location:** Cornwall Centre, Regina SK  
**Reports to:** General Manager

### Position Summary

Cornwall Centre requires an energetic, friendly administrative professional. The ideal candidate has excellent interpersonal skills and an out-going personality with a positive attitude towards work and life. The nature of the work requires someone who functions well in a fast paced team environment with ever changing priorities. The successful candidate needs to be resourceful and able to work independently to meet deadlines. This position provides administrative support for the management and administrative team along with basic reception duties. This position calls for someone with superior organizational skills and a sound working knowledge and competency of Microsoft Office.

### Key Tasks & Responsibilities

- Provide administrative support, as required by the General Manager and Management Team including document processing, records management, photocopying, and handling of confidential material.
- Perform reception duties including answering the telephone directing incoming calls, serving customers who enter the administrative office, date stamp and distribute incoming mail, prioritize and direct correspondence to ensure timely customer service and responsiveness;
- Assist with preparation of documents such as tenders, tenant memos, notices and correspondence;
- Prepare banking deposits as required;
- Maintain master contractor and staff emergency contact lists;
- Document tracking and follow up;
- Prepare and distribute accounts payable payments;
- Manage incoming and outgoing courier services;
- Manage office supplies inventory and ordering;
- Collect and enter hourly paid staff hours in payroll system;
- Collect and enter tenant sales monthly;
- Administer and reconcile Petty Cash;
- Take and prepare OH &S meeting minutes and distribute as requested and liaise with OH&S concerning administrative compliance;
- Assist preparation and distribution of rental notices and year end reconciliation;
- Organize office staff events, team meetings and site visits from owners, head office officials, etc.
- Organize and order food refreshments and supplies as required from time-to-time when hosting staff meetings, association meetings, tenant meetings, contractor or vendor meetings, etc.;
- Ensure the appearance and organization of the reception work area and general office are maintained representing a high professional standard;
- Manage service calls for office equipment (photo copiers, telephones and postage machine);
- Act as on-site liaison and assist Information Systems with coordination of service, software maintenance, upgrades, implementations and inventory;
- Maintain central filing (both paper and electronic) systems with special attention to tenant lease files and legal documents;
- Maintain central electronic filing system to ensure correspondence, contracts, leases, letters of offer, request for service, contractor and vendor correspondence are properly filed;
- Collect, verify, maintain and track annual tenant insurance certificates;
- Administer Boardroom bookings for managers, supervisors, tenants and third party renters;
- Arrange travel and hotel bookings on behalf of managers and supervisors;
- Compile managers expense claim reports for approval and submission;
- Update Tenant contact sheets and centrally stored contact information (ongoing).

- Assist & support other administrative personnel utilizing a team approach to ensure goals are met.
- Perform various duties associated with management of monthly parking contracts, retailer discount parking programs and leased parking administration.
- Other duties as assigned.

### **Skills & Experience Required**

- Minimum High School Diploma with (preferred) post-secondary secretarial or business education;
- Proficiency with Microsoft Office (Word, Excel, Power Point, Outlook) Adobe, Simply Accounting and Desktop Publishing. A must – mail merges, imported or linked documents;
- Minimum one year of administrative experience (3-5 years preferred);
- Excellent communication and interpersonal skills;
- Basic understanding of financial reporting;
- Well developed time management and organization skills;
- Able to work independently and prioritize time sensitive tasks;
- Self-motivated, diplomatic, innovative, detail orientated and able to accept challenges;
- Proven ability to work in a team environment; at ease with all levels of management (internal and external);
- Experience in property management and/or commercial real estate an asset;
- Experience and knowledge of retail business is an asset;
- Must be able to provide clear criminal clearance certificate

If you or anyone you know of is interested in applying for this position, please forward your resume no later than February 15<sup>th</sup>, 2019 to:

**Doug Kozak, General Manager**  
**Cornwall Centre**  
**202 – 2114 11<sup>th</sup> Avenue**  
**Regina SK S4P 0J5**

Email: [doug.kozak@cushwake.com](mailto:doug.kozak@cushwake.com)  
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