

**Project Administration Officer – Sales support (Various languages)
(Noc: 1221) 1 vacancy**



Company: Century 21 Max Realty Ltd / Century 21 Max Realty

Company Information: Century 21 Max Realty is a company dedicated to providing the best quality service related to local Real Estate market. Our services consist on assisting our clients in finding the ideal property and/or selling their properties. We are experts in residential, offices, retails, industrial warehouses and conventional, private lendings. Currently we are expanding our business in order to offer our clients real estate investment opportunities outside Canada as in Peru.

Business Address: #2385-4000 No.3 Road Richmond BC V6X 0J8

Work Location: Various Locations. Employee will visit clients throughout BC.

Type of Employment: Full time - Permanent

Estimated Start Date: As soon as possible

Job Description:

Information about the position: This position is to work with the Managing broker to provide support to the sales of the company. Most of these duties will be performed in Spanish, English and Chinese due to the type of clients held by the company and to support our expanding project in Peru.

- Oversee and co-ordinate office administrative procedures to sell income properties
- Establish work priorities and ensure procedures are followed and deadlines are met
- Carry out administrative activities of establishment to support sales for the company
- Assist in the preparation of operating budget and maintain inventory and budgetary controls
- Assemble data and prepare periodic and special reports, manuals and correspondence
- Help with project management duties
- Review contracts and tenders
- Assist to introduce foreign investment properties to local realtor
- Provide information and educate the investor properly about the mortgage
- Assist the managing broker to calculate the rate of return
- Answer questions from clients about the investment
- Analyze financial documents and reports
- Analyze clients' capabilities and expectations related to life activities through observation, interviews and formal assessments
- Travel to visit clients and investors
- Assist with Marketing duties for the project, join the international properties event, manage the advertising budget

Requirements:

Education:

- University degree or college diploma in business administration/ finance is required.
- Knowledge in Spanish is essential to the position as we are working with a partner company from Peru one of the biggest developer in Peru
- Knowledge of Mandarin and Cantonese is a must as many of our clients are Chinese

Experience:

- Experience in a senior clerical or executive secretarial position related to office administration is required.
- 2 years to less than 3 years of experience in in the administrative/ sales, or real estate investment field are important assets

Knowledge on the following applications/equipment/software is required:

- Microsoft Publisher
- Electronic scheduler
- Accounting software
- Desktop publishing software
- MS Excel
- MS Office
- Simply Accounting
- MS Word
- Quick Books
- MS PowerPoint
- MS Windows
- Google Docs

Required characteristics of the employee and the job:

- Attention to detail
- Excellent oral communication
- Client focus
- Organized
- Effective interpersonal skills

Salary: \$24.00 to \$25.00 hourly, 35 hours per week

Important information:

- This is a full-time position
- Work Schedule: Tuesday, Wednesday, Thursday and Friday 10:00 am to 5:30 pm. Saturday and Sunday 11:00 am to 4:30 am.
- 1 hour of unpaid lunch every work day
- Travel for visiting clients / investors is required

Benefits:

- Year-end bonus

Apply by e-mail to: albert.luk@century21.ca

Apply by mail to: #2385-4000 No.3 Road Richmond BC V6X 0J8