



## ADMINISTRATIVE ASSISTANT

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GSL Group includes a wide range of businesses including Real Estate Development, Holdings and Construction (Commercial, Industrial, Residential and Sports & Entertainment Facilities), E-Commerce, Sports and Entertainment, Travel & Hospitality, Food & Beverage, and Agriculture.

We are currently seeking a flexible part-time Administrative Assistant to join our team in downtown Vancouver. This role will be responsible for supporting the downtown corporate office and CEO with various administrative functions.

**Shift:** 20+ hours per week, M-F flexible day shift

**Term:** Flexible Part-time, Permanent

### RESPONSIBILITIES

This role will have several responsibilities, including but not exclusive to those listed below:

- Provide general administrative support; scheduling and organizing meetings, boardroom set-up for preparation of meetings, overseeing the lunchroom and corporate office, etc.
- Responsible for travel logistics for the CEO and leadership team (booking flights and accommodations)
- Provides reception coverage with the following responsibilities; greeting & interacting with guests whether upon arrival at the office or on the telephone, answering or referring inquiries, and directing visitors where needed
- Maintenance and upkeep of paper and electronic files
- Process and prepares documents such as memos, mail correspondence, travel vouchers, or spreadsheets
- Schedule appointments, maintains and updates appointment calendars
- Collect, sort, distribute, or prepare mail, messages, or courier deliveries
- Possible travel offsite to run personal errands for the CEO

### REQUIREMENTS:

- 2 - 3 years of experience in a similar role
- Proficient in Microsoft Office Suite
- Typing speed of 45 - 50 WPM minimum

### THE IDEAL CANDIDATE:

- Portrays a very professional demeanor
- Excellent client service and interpersonal skills
- Excellent written and verbal communications skills.



- Excellent time management, organizational skills, and attention to detail
- Self-motivated team player, willing to take initiative and eager to learn
- Possession of a valid driver's license is an asset

**Compensation:** Will be commensurate with experience.

**Job Location:** Downtown Vancouver

*GSL is proud to be an equal opportunity employer. We value diversity and are dedicated to providing a work environment that is free from harassment and discrimination. All employment decisions are made based on qualifications, job requirements and business needs. GSL is passionate about being known for an inclusive culture where talented people of all backgrounds want to work.*