



The Tricar Group is an award winning developer leading the way in Southwestern Ontario as the premiere high-rise builder. We are passionate about our company, our work and our commitment to delivering outstanding condominium homes and rental apartments while delivering the best customer service.

We are currently looking for a Receptionist/Administrative Assistant to join our growing team!

This position reports directly to the Controller and is a supportive role to all departments in the company.

As Receptionist/Administrative Assistant you will execute key responsibilities, which include:

- General administrative duties including: handling incoming calls, writing letters/memos, and courier/mail service.
- Assist with accounting functions including invoice entry, filing, journal entries, and reports.
- Assist with management of corporate fleet accounts, telephone, vehicles, etc.
- Liaise with Property Management department to direct all enquiries, service requests, etc. and assist with tenant communications.
- Perform administrative functions relating to property management including processing rent increases, preparing N4's, entering lease renewals and processing cheque payments.
- Assist with special projects on a regular basis

Our ideal candidate will work well in a collaborative and fast paced environment and will have an exceptional outgoing personality, demonstrate professionalism at all times, be a quick learner who takes initiative and is self-disciplined. In addition they will:

- Be a proficient user of Microsoft Office programs (including Word, Excel, and Outlook)
- Experience with the software Spectra would be an asset.
- Have two years of related work experience (construction/property management experience would be an asset)

We thank all applicants in advance for their interest. Those who meet the above requirements will be contacted for an interview.

