

AYRE & OXFORD INC.

Professional Real Estate Management
Accredited Management Organization®(AMO®)

Administrative Assistant

To be an administrative assistant you will need to have:

- excellent time management skills
- good verbal/written communication skills
- the ability to work independently and as part of a team
- Proficient in MS word, excel and outlook and good typing skills
- a strong command of the English language
- organized and detail oriented
- the ability to use your own initiative but also know when matters need to be referred to a supervisor

Qualifications:

- Three to five years' experience in administrative support and data entry would be an asset
- Experience in the Windows environment using MS Office applications (Word, Excel and Outlook) required
- Excellent communication (written and oral)
- Demonstrated service excellence
- Well-developed interpersonal, organizational and time management skills