

Frontline Real Estate Services is a leading provider of commercial real estate broker and marketing services in the Fraser Valley.

At Frontline, we believe that real estate brokerage can be done better, and we want to change the game. Frontline has developed a sophisticated marketing and prospecting platform that combines the best of traditional brokerage methods with new technologies. At Frontline, we provide the most supportive and creative platform for our brokers and staff to thrive in their roles. We are an equal opportunity employer and value diversity at our company.

If you are looking to gain experience in commercial real estate in an administrative role this is an excellent opportunity to learn the industry. The role provides exposure to all sectors of Frontline's business with opportunities for personal and career development.

Work Description for the role of Reception & Frontline Support:

Core responsibilities include but are not limited to the following:

- *Answers all incoming calls, greets clients and manages boardroom bookings*
- *Plans company events and manages meeting schedules*
- *Assists Frontline's financial department with daily banking*
- *Maintains office: opening/closing office duties, ordering office supplies, managing incoming/outgoing mail, working with service providers, finding IT solutions etc.*
- *Performs a variety of internet research tasks, filing and data entry.*
- *Assists in maintaining Frontline's CRM*
- *Supports Frontline's Marketing Director & Client Service Coordinators with brochures, mailers, managing marketing channels*
- *Performs any other duties as directed by the Partners or Administration*

Employment Requirements/Assets:

- *Completion of secondary school*
- *Punctual, positive and reliable with strong attention to detail*
- *Courteous manners with clients, excellent telephone etiquette, proficient spoken and written English*
- *Proficient with Microsoft Office, experience with Adobe Creative Suite or Salesforce is an asset*

Working Conditions:

- *Workweeks are 5 days, Monday to Friday, 8 hours per day, starting at 8:30 am in the morning.*
- *The Reception/Frontline Support is entitled to one half hour of paid time for lunch.*

If you are looking to gain experience in commercial real estate in an administrative role, we encourage you to email your resume and cover letter to jen@FLRE.ca. Please note: if you are chosen for an interview, you will be contacted to complete compulsory light personality testing.