



Title: Receptionist

Location: 925 West Georgia St, Suite 910, Vancouver, BC

About Pure Industrial

Headquartered in Toronto Canada, Pure Industrial is one of Canada's leading providers of industrial real estate. Pure offers its customers fully integrated, full-serve solutions that are critical for the Canadian supply chain. Pure Industrial acquires, develops, leases and manages a portfolio of high quality, strategically located industrial real estate across Canada. We currently have over 25.5 million square feet and over 200 properties in our portfolio. Pure Industrial is a portfolio company of Blackstone and Ivanhoe Cambridge which provides the Company access to a broad knowledge base, expertise and support.

Role Summary

Reporting to the Office Manager, the primary responsibility of this position is to assist the Office Manager with Office Administration and Executive Support. The Receptionist will also be accountable for assisting with special projects including office digitization, events, presentation consolidation. This position will work with a wide variety of functional areas and teams including departmental heads, external advisors, consultants, vendors and other third parties.

The successful candidate will have excellent organizational, interpersonal, problem solving, and communication skills. They should also be passionate, committed, have strong attention to detail, while at the same time being coachable and open to new approaches to solution projects. They should have previous experience as a receptionist or assistant.

Core Responsibilities

1. Reception – 70%
 - Manage the reception area including:
 - Greeting and managing guests including facilitation of required registration and screenings
 - Answering and transferring of incoming calls; taking messages when required
 - Ensuring the reception area represents the Pure brand i.e. clean desk, clean boardroom
 - Managing Mail and Couriers
 - Retrieving and distributing mail; opening, recording, scanning and filing where required

- Facilitation of incoming and outgoing packages
 - Support of Cheque Deposit
 - Record and notify finance of cheque receipt
 - Deposit cheques according to procedure
 - Scan and file deposit slips
2. Office Administration – 15%
- Ensure all boardrooms and common areas are tidy
 - Refill and restock kitchen supplies; empty / fill the dishwasher when necessary
 - Monitor office supply inventory
3. Administrative Support of EA & OM – 15%
- Scheduling of meetings
 - Arranging of travel
 - Assisting with company-wide and office meetings including: securing venues, catering, suppliers etc.
 - Submission of expenses
 - Filing of e-documents on Box

Required Skills and Experience

- Strong MS Office skills – MS Word, PowerPoint and Excel
- Excellent communications, multi-tasking and interpersonal skills
- Able to ramp-up quickly and take initiative; excels in a dynamic environment
- Previous Receptionist or Administrative experience
- Real Estate experience preferred

Interested applicants should send their resumes to: talent@pureindustrial.ca