

## Closing Administrator

(5 month contract, January 2017 to June, 2017)

This is an excellent opportunity to work with one of BC's most respected developers. Boffo Developments has a solid reputation and a loyal following of over 45 years.

We are currently looking for a **Closing Administrator** to assist with the completion of one of our high-rise projects. You will work closely with the Client Relations Manager assisting with various closing transactions and events. Excellent interpersonal skills are essential and a willingness to work the hours it takes to meet deadlines. You will be expected to demonstrate prompt and accurate administrative abilities such as multitasking, organization and proficiency in computers.

You are:

- fluent in **English and Mandarin** (spoken and written if possible)
- excellent computer skills
- proficient with Microsoft Office Suite (including mail merges)
- impeccable accuracy and attention to detail
- polished and professional presentation
- flexible with work schedule (with access to a vehicle)
- experience in the real estate industry is ideal

If this describes you, please submit your resume and cover letter as a PDF to [jobs@boffo.ca](mailto:jobs@boffo.ca), referencing 'Closing Administrator' on the subject line.

For more information visit [www.boffo.ca](http://www.boffo.ca)

We thank all applicants for their interest, however, only those selected for an interview will be contacted.