



## ADMINISTRATIVE ASSISTANT

Suncorp Valuations is a full service appraisal and valuation consulting firm with offices in Canada and the U.S. We appraise land, buildings, machinery and other equipment for financing, litigation support, mergers and acquisitions, and insurance purposes. We are seeking an individual for the position of Administrative Assistant in our Vancouver office.

This position performs various functions in support of the Private sector line of business. This includes completion of appraisal reports, ensuring client deadlines are met, procedures are adhered to and systems updated as necessary. Responsibilities also include support for other lines of business as required, reception duties including telephones, and general office administration.

The successful individual will possess:

- A certificate or diploma from a recognized administrative program.
- 2-3 years office administrative experience.
- Extensive experience using Microsoft Suite.

The successful individual's skill set will be:

- Pleasant/professional phone mannerisms and excellent customer service skills with a focus on quality control.
- Excellent organizational and time management skills.
- The ability to multi task with constant interruptions.
- The ability to work independently and/or within a team with minimum supervision.
- Exceptional written and oral English with attention to detail.

Suncorp Valuations offers a competitive compensation package which includes health and dental, profit share, transit allowance, and RRSP program.

If you are interested in becoming a team member of our expanding and dynamic organization, please submit your resume along with cover letter, three references, and salary expectations **before** April 6th, 2011 to:

Email: [HR-79@suncorpvaluations.com](mailto:HR-79@suncorpvaluations.com)

Website: [www.suncorpvaluations.com](http://www.suncorpvaluations.com)

We thank all applicants for their consideration of this position; however, only those selected for interviews will be contacted. No phone calls please.