



Position: Receptionist

Location: Vancouver, BC

Established 30 years ago, Westbank is a private real estate development practice, headquartered in Vancouver, Canada. We are dedicated to the creation of inspiring, mixed-use projects, concentrating primarily in our core cities of focus: Vancouver, Toronto, Seattle, Tokyo and San Jose. Our body of work includes residential, hotels, retail, creative workspace, district energy, net zero carbon initiatives, affordable housing, exhibitions and public art, with over \$50B of projects completed or under development. As our practice has evolved, we have assembled a collection of cultural enterprises including restaurants, gyms, spas, music venues, private member clubs, fashion, dance schools and food halls, known as the Westbank Ecosystem, which we weave throughout our projects. We bring this ecosystem to life through collaborations with some of the most talented artists, architects, designers and entrepreneurs in the world. As we have evolved, we have taken on initiatives of greater ambition, in our cities of focus. We are always looking for talented, passionate and committed individuals to join our growing team. It's our work together that makes it all possible.

We have an exciting opening for an energetic, motivated team player to join our practice at our Head Office located in downtown Vancouver. In this role, you will have the rare opportunity to find out firsthand about our newest developments, campaigns, partnerships, and events so confidentiality and discretion is a must! You will be the first impression of our organization and the coordinator of everything that comes through the front door of our office. As our ambassador for the company, you will assist in setting up new employees, efficiently managing the phone lines and general email accounts, organizing courier packages between each of our offices and developments, and helping maintain organization across our boardrooms, kitchens, and supply areas.

Qualifications:

- Experience in an office setting
- Strong professional communication and presentation
- Address opportunities and challenges with initiative and creativity
- A team player committed to supporting colleagues and pitching in where needed
- Resourceful and organized, with great attention to detail
- Proven dedication and relentless perseverance