



June 18, 2014

**Project Administrator
CentreCourt Developments
Toronto, Ontario**

CentreCourt Developments

CentreCourt Developments is a leading real estate development company based in downtown Toronto and focused on the development of well thought out high-rise condominiums located in close proximity to Toronto's major amenities, rapid transit network and employment areas. We currently have four residential condominium projects in development throughout downtown Toronto, collectively representing nearly 2,000 homes and over 1.3 million square feet.

A career at CentreCourt will offer you the opportunity to:

- Work in a challenging and dynamic work environment which promotes personal and professional growth;
- Become a part of a fast growing and exciting organization with professionals who are leaders within their respective field; and
- Join a streamlined organization with minimal layers, which results in optimal and effective decision making.

Please visit <http://centrecourtdevelopments.com> to learn more about CentreCourt Developments.

Position Summary

The *Project Administrator* position will provide administrative support services for all areas of our business, including sales, accounting and development. The ideal candidate must be well organized, proactive, hard-working and should be able to multi-task in a fast-paced environment.

Key responsibilities of the *Project Administrator* include:

1. Actively manage and administer agreements of purchase and sale across all of our developments
 - a. Track and update all pertinent information within a dynamic Excel tracking system
 - b. Provide notices and communicate with purchasers and third party agents
 - c. Review agreements of purchase and sale for accuracy
 - d. Respond independently to basic client enquiries and escalate complex client enquiries to appropriate parties based on knowledge of the situation and our organization
2. Sort and distribute incoming mail and courier deliveries
3. Organize and maintain soft and hard copies of project and corporate files
4. Draft memos and covering letters
5. Manage office supplies
6. Answer main corporate telephone line and direct phone calls accordingly
7. Prepare mailings and courier packages
8. Provide general office support (e.g. filing management, filing, scanning, photocopying, organizing distribution of marketing efforts)
9. Assist the Corporate Controller and generally support the accounting department



The Ideal Candidate:

- 2 to 4 years of experience and successful demonstration of responsibilities as presented above
- Proficient in Microsoft Word, Excel and PowerPoint with good typing speed (50+ wpm)
- Post-secondary education
- Strong organizational and planning skills with prioritizing and multi-tasking abilities to meet time sensitive deadlines
- Self-starter attitude with an ability to work in a small office environment without constant guidance and direction;
- Excellent attention to detail
- Flexibility to work outside of core hours when business needs dictate
- Enjoys a fast pace environment and is highly professional

Please apply by emailing your resume to info@centrecourtdevelopments.com with the subject line "Project Administrator".

CentreCourt Developments thanks all applicants for their interest, however only those selected for an interview will be contacted.