



**Title:** Receptionist and Accounting Assistant

**Location:** 1300 EPCOR Tower 10423 101 St. NW, Edmonton

At Qualico Properties, our people make the difference. We offer an exciting place to build your career with competitive compensation and benefit packages, company matching RRSP/DPSP program, employee home purchase program and employee discounts.

### **Job Overview**

Reporting to the Executive Assistant and Office Manager, as the **Receptionist and Accounting Assistant** you are responsible for maintaining records of accounts receivable and accounts payable. You also handle receptionist duties as well as general clerical support.

Your day-to-day responsibilities will include:

- Handling account payables, preparing, processing and attaching invoices in a timely manner.
- Processing cheques, deposits, and records in Yardi and following up with Vendors to ensure consistence of invoices received from suppliers for work completed.
- Handling general receptionist duties, including front desk, retrieving, and distributing office mail, and ordering office supplies.
- Acting as the first point of contact for building visitors and ensuring they receive excellent customer service. Proving visitors with general information, directing them to the appropriate destination or connecting them with the person they are visiting.
- Answering telephones, handling all inquiries and requests, providing general information and/or route calls to the appropriate destination.
- Coordinating the front office by managing incoming and outgoing mail, scheduling courier services, reserving meeting rooms, ordering and maintaining office supplies
- Ensuring the reception area is tidy and presentable and forms/brochures are sufficiently stocked.
- Other administrative duties as required.

As our ideal candidate, you are...

- Organized; you effectively manage your time while balancing multiple priorities.
- A strong communicator; you clearly express your thoughts in conversation and in written communication.
- An active listener; you seek to understand and listen to others in a non-judgmental way.
- Detail oriented; you focus on detailed accuracy when dealing with a high volume of work.
- A team player; you contribute as a team member and share equally in the exchange of ideas, concepts and process outcomes.

### **Essential Requirements**

- High school Diploma, or equivalent.
- Minimum 2 years of experience in an administrative role, receptionist and/or accounting assistant.
- Satisfactory verification of criminal record check.
- Comfortable using office equipment and Microsoft Office Programs (Outlook, Word, Excel, Team, SharePoint, PowerPoint) and Yardi.

### **What We Value**

- Creating trusting and successful working relationships.
- Setting clear, measurable and achievable goals.
- Cooperating with team members in an open, positive and respectful manner.
- Taking responsibility for the outcomes of decisions and actions.
- Staying current with technical job skills.

## **Work Conditions**

You work in an office setting downtown, full-time during regular business hours. Overtime may occasionally be required.

## **About Us**

Since 1951, Qualico has grown from a small residential developer to one of the largest privately held development companies in western Canada.

As part of Qualico, a fully-integrated real estate company with seven decades of experience, we work alongside experts in community building, home and multifamily builders, and manufacturers of building materials. Together, we're able to integrate our properties into the communities we build and collaborate to increase the density around our sites.

Through it all, we prioritize the people who use our spaces, whether they're customers, or people collaborating in an office setting.

We consider their aspirations and strive to improve their overall experiences. Through the lenses of development (what we build), leasing (who we invite into our sites), and property management (how we support our tenants) we work alongside the rest of Qualico to build a better city: one that facilitates connections and brings people together. Find out how we're working towards building better cities. For more information, [click here](#).

*Qualico welcomes applications from people with disabilities. Accommodations are available upon request during the assessment and selection process.*

Candidates being considered will be contacted. We thank you for your interest. Join our [Talent Community](#) to stay up to date on job opportunities and to find out why we have the best reasons to come to work every day.

**Closing Date:** May 26, 2025

[Apply Here](#)