



Eastforest Homes is an industry leader in the development of residential communities in south-western Ontario. Our goal at Eastforest Homes is to be the residential construction employer of choice & our core values create a safe & comfortable work environment to produce the best quality homes for our valued customers. Through the hard work of our dedicated & experienced staff, we have built an outstanding reputation over the past 15 years & are committed to seeking qualified individuals to join our team. We are currently looking for individuals to help us make a difference as a:

ADMINISTRATIVE ASSISTANT

Reporting to the Construction Manager, the Administrative Assistant is primarily responsible for process of daily tasks in a quick & efficient manner & to provide smooth operation of the construction office. The candidate will handle all information requests, meeting requests and visitors as well as expense reports. Responsible to track responses & research solutions.

- At least 2 years administrative experience & proficiency with Microsoft Office applications.
- Superior communication and interpersonal (tact, diplomacy, influence etc.) skills essential.
- Professional, well organized individual with effective written, oral & listening skills.

If you're driven to take customer service to the next level, & want to be part of a learning organization where professional development is encouraged, it's time you join the Eastforest Homes Team. We offer a challenging environment that fosters creativity & rewards excellence. Please email us at human.resources@eastforeshomes.com

While we appreciate the interest of all candidates, only those selected for interviews will be contacted. No phone calls please.