

Executive Recruitment & Appraisals Inc.

"The Okanagan Valley's Recruiter of Choice"

LANDMARK CENTRE

AL STOBER CONSTRUCTION LTD.
ADMINISTRATIVE ASSISTANT
(KELOWNA, B.C.)

Our client, an industry leading, commercial property development company, is seeking an **ADMINISTRATIVE ASSISTANT** to join the expanded administration support team.

THE PERSON: *You have 5-7 years experience that demonstrates the proven ability to provide administrative support at the corporate executive level, above average computer expertise (Word, Excel, Power Point), excellent organizational skills and a willingness to work collaboratively within a team environment. Lease documentation experience would be a definite asset.*

The closing date for this competition is January 21, 2008. All applications will be acknowledged.

This is an exciting time to join a company that is experiencing dynamic and sustained growth. An excellent remuneration, and benefits program is offered. To **confidentially** discuss the scope and rewards of this long-term career opportunity, contact **Patrick D. Walls, R. Psych., CHRP** at:

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