

Administrative Assistant



Who is Lawen Group?

The Lawen Group | Dixel | Paramount is deeply rooted in community values with a shared vision that each property shapes the future of Halifax for generations to come. We offer a cohesive team of more than 75 members providing design, construction, and property management services across Halifax.

Our Culture

Ours is a collaborative team that focuses on quality of work and community vibe, where professionalism meets passion. We pride ourselves on being a family firm that operates exclusively in Halifax, for over 20 years. We believe in continual learning, fostering a tight-knit work family, pushing to our potential, embracing humility, honoring our community, and getting the job done.

What You Will Do

As a cornerstone of our dynamic Head Office Team, the Administrative Assistant will be the heartbeat of our daily operations. You will provide exceptional customer service to both the public and our dedicated internal staff, ensuring smooth and efficient office functions. Your role will be pivotal in supporting our Executive Team and creating a professional and welcoming environment that serves as the company's first impression. With a commitment to excellence, and a proactive approach, you will contribute to our team's success and foster a positive, collaborative workplace.

- First impression officer
- Schedule and coordinate meetings and appointments
- Create and tweak documents
- General clerical tasks including document management
- Track and restock office supplies

- Assist with marketing tasks and campaigns
- Dive into projects to boost efficiency
- Collaborate with a vast and diverse team

What You Bring to the Table

- Experience in office environment
- Outstanding phone manner
- Clear written and verbal communication
- Computer wizardry with MS Outlook, Word/Excel
- Detail-oriented dynamo
- Multi tasking marvel, ensuring deadlines and expectation are met
- Embrace diverse work styles with enthusiasm
- Handle conflicts and concerns with diplomacy
- “How Can I Help?” mentality
- Maintain productivity amidst distractions

What We Offer

- Competitive Salary and Benefits
- Award winning portfolio of properties and team
- Creative Collaboration environment
- Professional Development Program
- Dynamic, diverse and family-oriented work culture

Work Environment

The reception area is your personal studio, allowing you to work independently while only steps away from the team. You'll be on the phone and computer the majority of the day, while you enjoy a great view of Barrington St. Enjoy a consistent schedule with regular office hours, maintaining that work-like harmony.

Let's make a mark. Apply now to join the Team, submit a current resume, and cover letter.

While we do appreciate all applicants, only those selected to move on to the interview process will be contacted.