Accounts Payable Administrator/Office Assistant (Vancouver)

We have an exciting opportunity for an Accounts Payable Administrator/Office Assistant to join our team. Reporting to the Controller, you will complete payments and control expenses by receiving, processing, verifying, and reconciling invoices. You will also provide regular back-up to the Receptionist.

**Qualifications and experience:**

You have completed a diploma in Finance, Accounting or Business Administration and have one year of related experience.

**Additional requirements include:**

* Organized and detail-oriented, with an ability to work both quickly and with a high degree of accuracy.
* Ability to work independently, as well as in a team environment.
* Ability to communicate clearly and concisely, both verbally and in writing.
* Superior Interpersonal and customer service skills.
* Computer skills; proficiency in Microsoft Office, with an emphasis on Word, Excel and Outlook.

Trez Capital is a diversified real estate investment firm and preeminent provider of private commercial real estate debt & equity financing solutions in Canada and the United States.

We have built our reputation on doing what we say, with a results-oriented approach to everything we do. We pride ourselves on our relationships and are passionate about providing exemplary client service, creating loyal and satisfied investors and borrowers and fostering a collaborative environment in which our employees can excel. We are driven to create winning outcomes for our investors, borrowers and employees. We set bold goals and deliver results, balancing discipline, creativity and entrepreneurialism.

This is a fantastic opportunity with a leader in the real estate finance industry. Our head office is based in the heart of Downtown Vancouver, in a LEED Gold certified building.  We offer a competitive salary, performance based bonus and employee benefits package, including tuition reimbursement.

We thank all applicants for their interest; however, we will only be contacting selected candidates for follow-up.