

Ascentus Capital - Position Description

Position Title: Coordinator of Administration

Reports to: Chief Executive Officer

Hours of Work: 20 Hours Per Week (Part Time)

Remuneration: \$30 Per Hour

Term: Indefinite

About Us:

Ascentus Capital is a Vancouver-based real estate development and acquisitions company. We focus on major North American urban markets, especially Metro Vancouver, and we aim to create value by acquiring and improving undervalued properties. Founded in 2015, we are a small but fast growing company, with considerable opportunity for internal promotion as we expand our operations and scale up. We believe in being lean, agile, and efficient, and we are always looking for new and creative ways to make our business run better.

Overview:

The Coordinator of Administration is responsible for overseeing and implementing the back office functions of Ascentus Capital Group. Specifically, this comprises our accounting/bookkeeping, Information systems, human resources, and office management functions. This role is designed to ensure that our “foundation” as a company is kept in good working order, allowing other team members to focus on revenue-generating activities. This role is expected to be part time, and will involve close collaboration with the whole team. This role is able to “grow with the company”, and if the holder is interested, there will be options for internal promotion and career mobility as we expand.

Duties and Responsibilities:

1. Act as a bookkeeper, keeping a detailed record of transactions and account balances.
2. Prepare and analyze accounting statements for management summarizing the financial position and fiscal capacity of the company.
3. Oversight of and administration of corporate information technology solutions such as accounting software, project management software, and google workplace.
4. Act as coordinator of human resources, ensuring employee welfare and corporate culture is continuously improved upon.
5. Oversight of hiring and recruitment process for new team members.

6. Maintain corporate records, including financial statements, key documents, and a record of all legal agreements to which Ascentus Capital Group is a party to.
7. Management of the office space.
8. Such other duties as may be assigned.

Qualifications:

1. Interest in, and preferably rudimentary knowledge of, real estate development industry.
2. High School Diploma.
3. Must have availability during regular business hours, as well as ability to occasionally attend special events or meetings outside of regular business hours.
4. Must have competence in Microsoft Word, Microsoft Excel, Microsoft Powerpoint, Google Workspace (formerly known as GSuite), and other basic computer functions.
5. Strong communications ability, with ability to write and speak persuasively and professionally.
6. Ability and willingness to work independently and autonomously.
7. Understanding of business fundamentals and able to read basic financial statements.
8. Fundamental understanding of general business practices and how to execute them at a rudimentary level.
9. *Preferred:* prior experience in related fields of IT, HR, or accounting.

Training:

While we expect the successful candidate to already possess many of the skills required to successfully complete this role, on the job training will be required to fully onboard. Throughout their time here, the successful applicant will receive both structured and on the job training, allowing personal growth and career development.

Additional Information:

1. This job will be subject to a 3 month probationary period.
2. This job is anticipated to be mainly in-office, with opportunity for occasional work from home as may be requested.