



COMMITMENT • TEAMWORK • COMMUNITY



## A CAREER IN ADMINISTRATION

### Our Team of Administration Professionals

Administration professionals with acuity for detail, organization and communication, who are focused on providing seamless support to business teams and executives, will find working at Mattamy Homes an enriching experience.

Mattamy Homes is known for our commitment to providing the Best Homeowner Experience and we achieve this through the quality and commitment of our people. Administration professionals play a key role in ensuring the smooth and consistent flow of information and processes across all functions in our business divisions both in Canada and the United States.

The Administration function at Mattamy Homes serves as an important support system to many functions across the business. Often offering the first impression of Mattamy Homes to our customers, suppliers and visitors, our administrative team performs a wide variety of tasks designed to ensure our business continues to operate seamlessly. This can include writing business correspondence, developing and maintaining filing systems,

managing individual projects, conducting research, creating and maintaining databases, managing calendars, managing office supplies and equipment, working with vendors, answering and handling telephone calls, creating spreadsheets and reports, planning and coordinating meetings and events, making travel arrangements, and much, much more.

### Common opportunities within Administration include:

- **Receptionist**
- **Administrative Assistant**
- **Coordinator**
- **Office Management**
- **Executive Assistant**

We seek highly capable Administrative professionals with excellent relational, communication and adaptability skills in a corporate environment, coupled with a proven ability to multi-task, prioritize and work effectively while under pressure in a fast-paced setting. Our administrative experts possess strong computer software skills and use their attention to detail to develop high-quality documents, presentations and correspondence.

At Mattamy Homes, we will work with you to find the right challenging experiences, learning and development to support your personal and career goals.

### We have Administration roles in:

#### Canada:

- Greater Toronto Area
- Ottawa
- Calgary
- Edmonton

#### United States:

- Charlotte
- Jacksonville
- Minneapolis
- Phoenix
- Orlando
- Tampa-Sarasota