



WE CREATE UNIQUE EXPERIENCES DESIGNED TO MOVE YOU FORWARD.

Aragon is a Vancouver, Canada-based development company with 34 years of experience creating unique homes and commercial retail spaces throughout North America. We believe in nurturing community, raising the bar for design, championing value, and pushing for innovation. We're not afraid to challenge the status quo to move the industry forward.

We are a vertically integrated company—and we collaborate across departments to build better homes and communities. We bring our intense focus on quality and craftsmanship to everything we do—from land acquisition to construction to interior design to property management. Every team member has a voice, and we believe in taking on challenges together.

THE OPPORTUNITY

RECEPTIONIST FOR AWARD WINNING DEVELOPER

Aragon is an award-winning developer that is seeking a positive and upbeat receptionist who will be the face of the company!

Responsibilities

- Greet and welcome guests as soon as they arrive at the office
- Direct visitors to the appropriate person and office
- Answer, screen and forward incoming phone calls
- Ensure reception area is tidy and presentable, with all necessary stationery and material (e.g. pens, forms and brochures)
- Provide basic and accurate information in-person and via phone/email
- Receive, sort and distribute daily mail/deliveries
- Order front office supplies and keep inventory of stock
- Assist Homeowner Experience Department with scheduling and data entry
- Perform other clerical receptionist duties such as filing, photocopying, transcribing and faxing

Requirements and skills

- Proven work experience as a Receptionist, Front Office Representative, or similar role
- Proficiency in Microsoft Office Suite
- Hands-on experience with office equipment
- Professional attitude and appearance
- Solid written and verbal communication skills
- Ability to be resourceful and proactive when issues arise
- Excellent organizational skills
- Multitasking and time-management skills, with the ability to prioritize tasks
- Customer service attitude
- High school degree; additional certification in Office Management is a plus

Please send your resume to careers@aragon.ca.