



## **Receptionist/Office Administrator**

**Position#13  
Vancouver  
Spring 2008**

### **About Daystar**

As a services company, Daystar's success lies with our people. As an MGA, we are all about people providing the best service and support to our brokers.

"Responsive, innovative and expedient"... These are just some of the words used to describe us and it's why we are known in the industry as the MGA built for the independent advisor. We are always on the look out for passionate, innovative and hard-working individuals to meet and exceed our broker's expectation.

We are considered progressive for a smaller company. In 2007, Daystar introduced Human Resources into the company to develop innovative people programs to attract and retain the best people in the industry. Our goal is to be recognized as an employer of choice.

For a view into our world, please visit our career pages at <http://www.daystar-financial.com/careers.html>

### **You Are**

You are an Administrative Generalist who thrives in a small office entrepreneurial environment and enjoys keeping busy. You get a buzz out of supporting people and are not averse to rolling up your sleeves and always be on the lookout for how to make things better.

You love computers, and are a wiz with MS Office. You know how to focus and work hard, either independently or within a group and simply get stuff done.

You have been known as the "hub" of the organization and always know what is going on. You thrive on making others look good and will do what it takes to support internal and external stakeholders. You are detail oriented and organized and could not imagine it any other way. You have a strong ability to work independently and "own" your work and projects, manage your time, and set priorities.

### **Key Accountabilities**

- Main switchboard and reception
- Administrative support to several staff members.
- Word processing



### **Core Behavioural Competencies**

- Interpersonal skills
- Planning, Organizing and Coordinating
- Representing Daystar
- Composure
- Integrity and Trustworthiness

### **Education & Experience**

#### Required

- A fast learner!
- Knowledge of MS Office

#### Desirable

- Previous experience in Financial industry
- 1 year experience in an administrative role

If this sounds like you, we want to meet you SOON! Please send your profile and cover letter (if applicable) in one attachment by email to: [work@Daystar-Financial.com](mailto:work@Daystar-Financial.com) and please **quote competition number 13 in the subject line.**