

Job Posting

Senior Administrator

Do you want to watch your community change, or do you want to *be the one to shape it?*

Because we're hoping you're here for the latter.

Join Aryze as a *Senior Administrator*.

Why Aryze?

Building communities is about more than simply building homes. That's why we foster a strong vision for what a city can be—and act on it.

As a certified B Corp, we meet rigorous standards for creating positive impact—through how we govern, support our team, engage with communities and care for the environment. Recognized nationally for our innovative approach to development, Aryze is a dedicated team of home builders, urban planners and urbanists, all deeply committed to increasing the quality of communities across Greater Victoria and beyond. This approach has resulted in award-winning projects like: Pearl Block—missing middle townhomes on a challenging triangular lot; Rotunda—architecturally-significant condos in a neighbourhood with room to grow; and Tiny Homes—transitional housing units built from repurposed shipping containers for some of our community's most vulnerable.

If you thrive in a collaborative environment where your ideas matter, join our growing team. Together, we're city-building for the better.

Who are we?

We are a local Victoria-based group of next-generation leaders trying to build homes, but really, we like to think of ourselves as entrepreneurs with an underlying goal of building better communities. What began with building a swim dock and a floating tree in the Gorge Waterway (and engaging in a political conversation or two) has grown into a mission: to demystify and disrupt the real estate industry by making room for more housing in Victoria neighbourhoods with room to grow.

We believe that every neighbourhood should have diverse housing types and tenures for all incomes and demographics. A densified, compact, walkable lifestyle is critical to solving our climate and housing crisis; all while creating more livable and healthier communities.

While we bring a number of innovative infill development projects to market, Aryze's earliest roots are in quality and unique construction. Our focus to build with the highest standards of craft, design and efficiency has distinguished our homes from others on the block.

Who are you?

You are the kind of person who finds genuine satisfaction in getting things exactly right. Details don't exhaust you—they energize you. You thrive in a heads-down environment where the work is precise, the stakes are real, and your contribution matters even if it happens behind the scenes. You're the person who catches the discrepancy before it becomes a problem, who keeps the file organized when everything else is moving fast, and who takes quiet pride in a process that runs smoothly because you made it that way.

You're comfortable working independently, don't need to be in the room where decisions are made, and have no interest in the spotlight, but you do care deeply about doing excellent work. You understand that in real estate development, a contract error isn't just a paperwork problem; it has real consequences for real people and real projects. That responsibility doesn't intimidate you. It motivates you.

Still here? Good. Because if this resonates with you, we'd love to hear about it in your cover letter.

Reporting to the Sales & Leasing Manager, the Senior Administrator is the organizational backbone of Aryze's sales and leasing function. You will own the full lifecycle of contract administration across all active projects — from preparing and distributing documentation to tracking execution, managing digital files, and ensuring every detail is accurate and audit-ready. This is a role where precision and consistency directly impact the business, and where your work enables the broader team to move with confidence.

Success in this role requires a strong command of contract processes, document management, and tools like DocuSign, Adobe, and Excel. The role is office-based, Monday–Friday, with occasional flexibility required during peak project periods such as sales launches and project closeouts.

Description

Overview

Reporting to the Sales & Leasing Manager, the Senior Administrator plays a critical behind-the-scenes role in supporting the Sales, Leasing & Warranty departments. This position is suited to someone who thrives working independently, takes deep ownership of their work, and brings precision and consistency to everything they do.

The Senior Administrator is responsible for the accurate and efficient administration of sales and leasing contracts across all active Aryze projects, ensuring that documents, files, and processes are managed to the highest standard at every stage of the project lifecycle. All functions and responsibilities are performed in accordance with Aryze's values and beliefs.

Responsibilities

Contract Administration

- Administer and manage sales and leasing contracts throughout all phases of the project cycle, from initial preparation through to completion
- Prepare, distribute, and track contract documentation including offers, amendments, addenda, and disclosure statements, ensuring accuracy and completeness at every stage
- Coordinate DocuSign workflows for all contract execution, maintaining organized and audit-ready digital files
- Review contracts for accuracy, consistency, and outstanding items, flagging discrepancies or action items to the Sales & Leasing Manager
- Liaise with lawyers, notaries, and other external parties as required to support the contract administration process
- Support deposit tracking and ensure all required deposits are received, recorded, and processed appropriately

Administrative Oversight

- Maintain and update the Master Spreadsheet and other sales and leasing tracking reports, ensuring data integrity at all times
- Manage and organize all physical and digital contract files, ensuring documents are properly filed, version-controlled, and accessible
- Conduct regular audits of files and records for precision and accuracy
- Maintain filing systems according to internal guidelines
- Respond to email and phone inquiries promptly, following departmental processes

Sales, Leasing & Concierge Support

- Assist with the preparation of sales reports and project closeout documentation as required

- Provide administrative support to the broader sales and leasing team during key project milestones including sales launches and project completions
- Attend relevant meetings, prepare required materials, and document minutes to stay informed on sales and leasing initiatives
- Assist with project staging setup, logistics, and furniture inventory as required
- Additional related duties within contract administration and Sales, Leasing and Warranty operations, as required
- Champion the use of all technical platforms such as but not limited to the following; Spark CRM, Buildium, DocuSign etc.

Skills

- Exceptional attention to detail and a methodical, process-driven approach to work
- Strong proficiency in DocuSign, Adobe Acrobat, and Microsoft Excel
- Ability to manage a high volume of documents and contracts simultaneously without sacrificing accuracy
- Strong organizational skills with the ability to prioritize and meet competing deadlines
- Comfortable working independently with minimal supervision
- Discreet and professional in handling sensitive contract and client information
- Strong written communication skills for professional correspondence
- Proficiency in Google Suite applications
- Knowledge of business office practices and procedures
- Ability to communicate effectively with all levels of an organization
- Effective decision-making skills and ability to adapt to change
- Positive work ethic and excellent attention to detail and punctuality
- Familiarity with real estate contracts, conveyancing processes, or a related field is an asset
- Knowledge of Lasso CRM or similar platforms is an asset

Qualifications

Experience: 3–5 years of experience in a contract administration, legal assistant, or senior administrative role. Experience in real estate, development, or a related industry is strongly preferred.

Education: Diploma or degree in business administration, legal administration, or a related field. Must not be licensed under the Real Estate Services Act.

Education

Aryze supports career development and growth and will cover the cost of job-specific training, up to \$1500 per year for approved programs. Additional funding will be provided on a case-by-case basis.

Compensation

Salary Range: \$55,000 – \$72,000

Relocation bonus to be considered and evaluated based on the candidate's present location; benefits and RRSP Matching program offered after probation period.

Total Rewards Package

We're committed to supporting our team with a thoughtful and progressive total rewards program that reflects our values as an organization. This package is a comprehensive set of benefits and incentives designed to support your overall well-being, recognize your contributions and help you thrive personally and professionally. In addition to a competitive base salary, we offer a wide range of benefits, including:

- 2 weeks of vacation, which increases with tenure
- A comprehensive extended health and dental plan including long-term disability insurance, life & critical illness coverage and health & wellness spending account
- RRSP matching
- Discounted fitness & gym membership to support a healthy and active lifestyle
- Centrally located office in Victoria with upper harbour ocean views and a delightful supply of snacks to keep the energy high
- Flexible work hours and hybrid work arrangements that promote work-life balance
- Funding for ongoing professional development
- Exclusively designed Aryze merchandise
- Regular team events to keep the connections strong
- Secure bike storage to encourage eco-friendly commuting

Equity, Diversity and Inclusion

We are committed to fostering an inclusive and diverse work environment that embraces equity and promotes equal opportunities for all candidates. At Aryze, we recognize the value that people from different backgrounds, lived experiences and perspectives bring to our team, specifically when working within the realm of city-building. We believe that diversity fuels innovation, creativity, success—and fundamentally—better cities for all citizens.