



Administrator, Property Management

We are seeking an exceptional Administrator who will provide administrative support to the Property Manager(s) and the Director of Property Management.

The role:

- Provide general administrative support to the Property Management Team
- Answer tenant service calls and dispatch calls to Site Operators
- Maintain site parking spreadsheets, pass/car information, waiting lists and working with parking lot management
- Prepare Offers to Lease, RFPs, Monthly Owner's Reports, and marketing flyers
- Perform credit checks on prospective tenants and coordinate lease move-in and move-out checklist form
- Assist with rent collections, budget and recovery letters

Your attributes:

- Mature, critical thinker with strong problem-solving skills
- Strong interpersonal and relationship management skills
- Ability to work in a fast-paced environment with minimal supervision
- Experience in the real estate field
- Excellent knowledge of MS Office Suite
- Yardi experience preferred
- Bilingualism is an asset

About Regional Group:

- Fun is one of our core values
- We empower our people to strive for creativity, uniqueness and distinction
- \$3+ billion project pipeline
- City builders in Ottawa for 60 years and three generations
- Vertically-integrated and multi-disciplinary: real estate advisory, management, development, construction, and investment

Please email your cover letter and resume to
recruiting@regionalgroup.com
For further information visit
www.regionalgroup.com