



Payment in Lieu of Taxes (P.I.L.T.) Administrator

We are seeking a **part-time bilingual** Administrator capable of adding value to our team. This position is an 18-month contract.

The role

- Receive, record and review for eligibility, all completed municipal PILT applications/invoices for payment
- Analyze budget for each payment and provide an explanation if necessary.
- Satisfy taxing authority payment deadlines.
- Accurately maintain database containing records of each property
- Receive and review all correspondence from taxing/assessment authorities and forward non-PILT correspondence to companies on a weekly basis.
- Advise taxing/assessment authorities, in writing, of client policies, changes to client's real estate inventory, changes to third party leased space and when a property is selected for an assessment review.
- Assist client in implementing any changes to the PILT program resulting from changes to the Payments in Lieu of Taxes Act.

Your attributes

- Bilingual and client-focused
- Several years of administrative experience
- Self-motivated and able to work with minimal supervision
- Computer-savvy with an analytical mind
- High degree of accuracy
- Experience with Paradox or similar software
- Workdays will be Monday to Wednesday – 8 hours per day

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