



Senior Lease Administrator

We are seeking an exceptional Senior Lease Administrator to provide financial support to the Real Property Group, particularly in the areas of property budgets, lease administration, tenant recoveries and financial statement reporting.

The role:

- Review lease abstracts for all new leases and renewals and ensure that leases are properly entered into Yardi;
- Review tenant recoveries as per leases and enter into Yardi to allow automatic calculation;
- Lead the annual property budget process, and review draft budgets for quality before finalization;
- Participate in the month, quarter and year-end financial statement preparation; and
- Provide support to external auditors on commercial leases and tenant recoveries.

Your attributes:

- Mature, critical thinker with strong problem-solving skills
- Strong interpersonal and relationship management skills with an ability to effectively prioritize and execute multiple tasks
- High degree of accuracy
- MS Office suite skills including Word, Excel and Outlook with a strong capability in MS-Excel
- Flexible and able to embrace change
- Experience with Commercial Leases; experience with Government Leases desirable
- Experience with setting up and maintaining leases in Yardi
- Accounting experience
- Post-secondary education or suitable professional training and experience as an alternative
- Experience in real estate or financial fields would be highly desirable

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