



Payment in Lieu of Taxes (PILT) Administrator

We are seeking a Bilingual Administrator capable of adding value to our team.

About us

We:

- empower our people to strive for creativity, uniqueness, and distinction.
- are driven by values of Integrity, Commitment, Innovation, Attention, Balance, Gratitude, and Leadership.
- have a Commercial portfolio of over 2million sf existing portfolio plus additional development potential of over 1Million sf.
- are actively pursuing portfolio growth opportunities.
- have been shaping real estate in Ottawa for 60 years.
- are proud of our fun and professional environment that promotes and rewards learning, development, and success.

About the role

The PILT Administrator is responsible to:

- 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.

About you

You have:

- strong verbal and written communication skills in both official languages
- several years of administrative experience
- the ability to work with minimal supervision and are self-motivated

- an analytical mind and are computer-savvy
- a high degree of accuracy
- experience with Paradox or similar software

We offer a dynamic opportunity with an attractive base salary and benefits.

Should Regional Group and this position be a good match for you, please email your cover letter and resumé to: recruiting@regionalgroup.com.

If you are an applicant with disabilities and require accommodations, please let us know in advance so that we may arrange for their provision.