



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. This is a very busy role that requires attention to detail and the ability to multi-task and prioritize.

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 Administrator is responsible for:

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

About you

You have/are:

- a mature, critical thinker with strong problem-solving skills
- strong interpersonal and relationship management skills
- the ability to work in a fast-paced environment with minimal supervision
- experience in the real estate field



- excellent knowledge of MS Office Suite
- experience with Yardi (preferred)
- Bilingualism is an asset

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.