



## Lease Administrator

We are seeking an exceptional 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.

## 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 Lease Administrator is responsible for:

- reviewing lease abstracts for all new leases and renewals and ensuring that leases are properly entered into Yardi;
- reviewing tenant recoveries as per leases and entering into Yardi to allow automatic calculation;
- assisting with the annual property budget process and reviewing draft budgets for quality before finalization;
- participating in the month, quarter and year-end property report preparation; and
- providing support to external auditors on commercial leases and tenant recoveries.

## About you

You have/are:

- mature, critical thinker with strong problem-solving skills.
- strong interpersonal and relationship management skills with an ability to effectively prioritize and execute multiple tasks.

- a 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 and – preferably - Government Leases.
- 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.

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](mailto: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.