



Administrator, Property Management

We are seeking an exceptional Administrator who will provide administrative support to the Condominium Property Manager(s).

About the role:

The Administrator is responsible for (including and not limited to):

- providing general administrative support to the Condominium Property Manager on the daily basis.
- communicating and receiving instructions from Condominium Manager on the daily basis.
- answering owners' and residents' requests and dispatching calls to Site Operators.
- maintaining the filing system in accordance with the industry standards and best practices.
- assisting in the preparation of annual meeting packages and monthly reporting packages in liaison with the Condominium Manager.
- attending Board Meetings (on monthly basis) only when required.
- making site visits when necessary.
- assisting in the preparation of RFPs, Monthly Owner's Reports, and marketing flyers.
- handling various amenities bookings (elevator, party room, gym, etc.).
- preparing Status Certificates.
- assisting with budget maintenance and preparation of financial statements.
- assisting with filing and distribution of Condominium Act, 1998 documents.

About you:

You are/have:

- 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 – specifically dealing with condominiums
- Excellent knowledge of MS Office Suite
- Yardi experience preferred
- Bilingualism is an asset

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.

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.