



Administrator – Condominium Property Management

We are seeking an Administrator, Condominium Property Management to provide administrative support to the property manager(s) and Senior Vice President of the Property Management Division.

About the role

The Administrator is responsible for:

- Providing general office administrative support to Property Manager(s), General Managers and Vice President
- Answering and addressing phone calls and emails from unit Owners and building contractors and dispatching calls to Property Superintendents, site staff and/or building contractors and following up with Owners and Building Technicians to ensure calls or service issues are resolved
- Creating purchase orders and assisting with the processing of invoices for all service or supply related needs for each individual property
- Maintaining Owner and property filing systems, both physical and server files, including Owner lists, PAP lists, contractor lists, parking lists and updated Board of Directors contact information
- Updating On-Call Book/laptop regularly with Owner emergency contact information, contractor contact information and security procedures
- Preparing general notices for Owners/Residents and/or the building
- Preparing and or creating “RFP’s – Request for Proposals”, obtaining pricing from contractors as requested monthly for Property Manager approval and prepare contracts
- Coordinating building Move-ins and Move-Outs including booking of elevators as required
- Preparing condominium documentation such as Periodic Information Certificates, Information Certificate Updates and New Owner Information Certificates, new condo fee letters
- Performing other related Property Management duties as required



About you

You have:

- MS Office suite skills including Word, Excel, and Outlook
- Strong written and verbal communication skills
- Friendly, engaging and positive personality
- Excellent organizational skills
- Mature approach with an attention to detail
- At least 3 years of previous experience in an administrative position

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.