



Administrator, Property Management

We are seeking an exceptional Administrator who will provide administrative support to the Property Manager and the General Manager, Property Management. This is a very busy role that requires attention to detail and the ability to multi-task and prioritize.

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

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 2 million sf existing portfolio plus additional development potential of over 2 million sf.
- are actively pursuing portfolio growth opportunities.
- have been shaping real estate in Ottawa for over 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.