

Headquartered in Winnipeg, Globe is an independently owned investment firm with more than 6000 units in Winnipeg, Edmonton, Saskatoon, Regina, Ottawa and Montreal. Our company is committed to consistent growth in the real estate investment, development and management sectors.

Our mission is to exceed expectations in client and employee satisfaction and to maximize the value and quality of our properties.

About The Position

Globe is currently looking to fill a full time **Administrative Assistant** position within our Winnipeg portfolio.

We are hiring

Candidates with at least 2 years' experience in the field of Property Management or equivalent high responsibility and detail oriented positions.

Essential Job Responsibilities

- Providing administrative support to 4 Property Managers, including various memos and letters to site managers/tenants
- Creating of work orders in property management software for maintenance to various buildings and suites/follow up with suppliers and Property Managers
- Assist in organization of seminars and training sessions for site staff
- Updating management system with pertinent information on tenant accounts
- Providing updated daily vacancy reports and monthly turnover reports
- Providing updated delinquency reports
- Tenant relations
- Entering of invoices for created work orders for payment
- Assist with applications desk when required
- Provide support with marketing of any vacancies on various social media sites
- Must be highly organized and task oriented

Please send cover letter including salary expectations and Resume by email to dsousa@globepm.ca

Thank you to all applicants, only those potentially selected for interview will be contacted.

No phone calls please.