



# REDCLIFF

REALTY MANAGEMENT INC.

**Redcliff Realty Management Inc.**, a dynamic Canadian property management company that offers an exciting working environment is looking for an **Administrative Assistant** to join its team at **Cityplace in Winnipeg Manitoba**.

As **Administrative Assistant**, you will provide administrative assistance to all management levels as required. Responsibilities will include but are not limited to the following: facilitating paper flow and accessibility of information through the office and to owners, asset managers and tenants; fulfilling minor accounting duties and coding invoices for all properties; providing relief or back up for the reception area; ordering supplies, and purchasing office equipment; maintaining inventory lists for all departments within Cityplace; requesting and tracking leasing fees for all properties in accordance with management agreements; maintaining construction supervision fee reports monthly; completing applications for Manitoba Securities Commission for broker, authorized official and salesman licenses; submitting bi-weekly timesheets and attendance/vacation tracking to payroll; local contact for IT requirements and staff assistance; ensuring legal documents and contracts become fully executed and appropriately distributed and maintained; preparing monthly reports with variance explanations for review by General Manager and completing draft budget package for all properties; and other duties as assigned.

## **Qualifications:**

- High school diploma;
- Minimum **five (5) years'** experience preferably in property management or a Shopping Centre Environment;
- Strong working skills with Microsoft Office Suite;
- Experience with various accounting systems an asset;
- Excellent customer service skills, attention to detail, problem solving and organizational skills;
- Ability to work well under pressure; and
- Excellent interpersonal and communication skills.

Interested individuals may submit their resume in confidence to [employment@redcliffrealty.com](mailto:employment@redcliffrealty.com)

*Please quote the position and Location applied for in the subject line.*

We thank all applicants for their interest; however, only those selected for an interview will be contacted.

[www.redcliffrealty.com](http://www.redcliffrealty.com)