



Property Administrator

📍 Winnipeg

Apply

Apply with LinkedIn

🕒 Posted 2 Days Ago

📄 Full time

📄 R0000173

At QuadReal, we know that our employees are our strongest asset. Guided by a long-term vision for growth, our success moving forward will be driven by the excellence of our people and the strategy behind our approach. For us, properties are much more than bricks and mortar – they are the places where people live, work, shop and play.

Working as part of the Winnipeg Real Estate Services Team, the Property Administrator will report to the General Manager and be responsible for the all aspects of day-to-day administrative activities for the portfolio.

Responsibilities

- Provide support for all aspects of day-to-day activities for assigned buildings in portfolio and the Winnipeg office
- Reception duties including sending and receiving daily mail and couriers, coordinating large mail outs
- Answer main office phone, assist operations staff, tenants, contractors and outside agencies with general inquiries and/or direct their call to the appropriate person
- Monitor QuadReal Connect for incoming service calls to ensure prompt response and escalation if required. Review weekly reports and follow up with tenants to ensure tenant satisfaction.
- Issue purchase orders to operations staff, maintain and track Purchase Order logs
- Assist in maintaining building information databases
- Work with team to professionally draft communications and lead coordination activities with respect to scheduled maintenance, site visits, daily correspondence, other notices as required
- Maintain and update tenant contact information, distribution lists and occupancy permits
- Assist with the administration and tracking of tenant move-ins and move-outs. service contract documentation. site in-

About Us

QuadReal is a global real estate company with managed assets totaling more than \$18 billion, including some of Canada's most well-known properties. Headquartered in Vancouver, Canada, and built from consolidating the assets and expertise of four seasoned players in the Canadian real estate investment and management industry, QuadReal is a new company with deep roots.

At QuadReal, people inspire everything we do. From our leadership team, to those working on site, to our newest colleagues, the energy and expertise our employees bring to the table are our defining advantages.

Our in-house team is laser focused on day-to-day management responsibilities and harnessing experience to astutely develop and invest in new opportunities. We respect tradition and innovation in equal measure, and are empowered to act boldly and be nimble when finding solutions and achieving results.

The management of QuadReal's portfolio is integrated domestically and inter-

spections, environmental reviews, and health and safety audits

- Facilitate bi-weekly Operations meeting, type and issue minutes
- Create quarterly newsletters for tenants
- Monitor integrity of shared online filing for all general and operational files and upload specific information to internal platforms as required
- Coordinate tenant appreciation and staff functions
- Act as local IT representative, assisting and coordinating help for other team members as required
- Maintain and order office and kitchen supplies, operations staff uniforms, and promotional material
- Track and report vacation and attendance for Winnipeg Team, process timesheets and overtime reports for operations staff
- Act as tenant contact and fire warden for office
- Coordinate meetings, order refreshments/food as required, set boardroom and ensure office is presentable at all times
- Liaise with the City of Winnipeg on a variety of topics via electronic communication, phone calls, in person visits.
- Administer and track Tenant Survey exercise
- Vacation relief for other team members in Winnipeg
- Embrace and pro-actively support the QuadReal culture of environmental sustainability, and corporate and social responsibility
- Assist with BOMA BEST certifications and award submissions.
- Assist with preparation of the monthly reports, as requested.
- Assist with the preparation of the annual budget, as requested.
- Other duties as assigned

Qualifications

- **Experience** - 2+ years of administrative experience with general accounting knowledge. Industry knowledge an asset
- **Education** - Post secondary education required or equivalent experience is required
- **Relationship Skills** - Superior communication and presentation skills; ability to develop and sustain cooperative working relationships, with ability to exercise confidentiality
- **Organizational/Multi-Task Skills** - A highly organized individual who has an eye for detail and accuracy. Ability to allocate one's time effectively, work under pressure and manage tight deadlines
- **Computer Skills** - Advanced skills in Microsoft Office programs, experience using mail merge an asset. Working knowledge of JD Edwards accounting system an asset

nationally, enhanced in Canada by our in-house capacity to provide comprehensive real estate investment, management, leasing, valuation and development services.

QuadReal is owned by bcIMC, one of Canada's largest institutional investors. As the steward of its real estate assets, QuadReal has the responsibility to help safeguard a secure future for bcIMC's clients.

Those with whom QuadReal does business can take confidence and comfort in knowing we have the proficiency of an established organization, along with a fresh, yet long-term way of thinking inspired by our mandate and mission.

Apply

Apply with LinkedIn

Follow Us



© 2017 Workday, Inc. All rights reserved.