

## CAREER OPPORTUNITY

# Leased Properties Coordinator

### JOB SUMMARY

This position reports to the Manager of Leased Properties.

This position will be responsible to support the Manager of Leased Properties in maintaining strong tenant and landlord relations, providing assistance and support for the day to day operations.

### RESPONSIBILITIES

Prepare and keep accurate records of all leased properties and occupancy records.

Administrative support to the Manager of Leased Properties as required (i.e. inspection reports, meeting minutes, tenant communications, etc.).

Coordinate information and maintain positive relationships with internal and external clients.

Participate in lease related meetings and assist with the coordination of tenant activities.

Creation of purchase orders for the payment of services and monitor vendor invoices.

Review and monitoring of service requests received by client.

Ensure a high level of client satisfaction; identify and monitor issues as they arise and implement prompt solutions.

Assist with regular inspections of leased properties to ensure lease compliance and client satisfaction and follow up on any related deficiencies.

Assist with the financial administration of operating budgets for leased properties including the preparation of annual operating budgets, variance analysis and the preparation of action plans.

Other duties as assigned.

### QUALIFICATIONS

Self motivated, professional and flexible; able to work both independently and as part of a team.

Autonomous, able to act with a minimum of direction to prevent and resolve situations that will arise in the portfolio.

Excellent customer service skills.

Ability to obtain appropriate Level of Security Clearance.

Ability to travel.

Excellent verbal and written communication skills, strong computer skills, knowledge of web/internet technologies and MS Office suite.

Excellent time management skills to simultaneously handle and prioritize multiple projects, tasks and requests.

Strong sense of confidentiality, tact and diplomacy with excellent customer service skills.

Post secondary education in facilities, project or property management or equivalent experience preferred.