

CAREER OPPORTUNITY

Property Service Coordinator

JOB SUMMARY

This position reports to the Facility Manager.

RESPONSIBILITIES

Create purchase orders on behalf of Operations Team for service requests, preventative maintenance activities, service contracts and general office administration.

Ensure accurate financial coding and assist in monitoring budget expenses.

Manage Open PO reporting, liaise with Contractors and Operations Team to ensure accurate and up to date financials at all times.

Reconcile incoming invoices, process and forward to Accounting Group for payment.

Troubleshoot purchase order and invoice anomalies.

Manage Parking agreements, collect and process payments.

Coordinates Supplier/Contractors set-up.

General office administration including reception and management of mail, office supplies, office equipment, and kitchen supplies.

Perform ad-hoc administrative functions and duties as assigned by Facility Manager.

QUALIFICATIONS

High School or College at a minimum.

Minimum 5 years office related work experience.

Minimum of 2 years experience in Property Management would be preferred.

Solid understanding of accounting principles.

Experience in contract management an asset.

Knowledge of software MS Office suite (Outlook, Word, Excel).

Strong interpersonal skills and ability to communicate verbally and in writing.

Ability to work on several issues at a time and meet deadlines.

Ability to work in a team environment.