

# Property Administrator

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Job No: 202204081

Location: **Winnipeg**

We are searching for a **Property Administrator** – *a tenant service superstar and an outstanding administrator* to join our Property Management team in **Winnipeg**.

## **Why work with us?**

- You get to challenge yourself daily with interesting work with a Top Employer.
- Be recognized for your talent and contributions with a solid total compensation package.
- We invest in our people, assets, and our community.
- Work alongside an experienced team with opportunities to learn and develop your career.

## **Others would describe you as:**

- an excellent customer service provider;
- detail-oriented and able to effectively catch errors;
- a proactive evaluator of solutions to problems before escalating to a manager; and
- a team-player.

## **The opportunity:**

Reporting to the Property Manager, the Property Administrator is responsible for assisting the Property Manager in the day-to-day running of the properties by providing proactive and efficient administrative assistance to the Property Manager. You will provide *best-in-class* service for our tenants in a mixed commercial portfolio of properties in Winnipeg.

Other duties include:

- Requesting and entering insurance information from tenants and vendors;
- Processing payables;
- Dealing with tenant inquiries and relations;
- Handling construction supervision invoicing;
- Managing monthly EFTs;
- Assisting with construction projects and Landlord Work Projects;
- Tracking and entering hydrometer readings;
- Preparing and sending out tenant chargebacks;
- Assisting with environmental initiatives as required;

- Monitoring tenant arrears;
- Preparing and depositing monthly bank deposits;
- Assisting with the budget process by setting-up tables and charges;
- Handling and maintaining filing system for building, tenant, operations, and general correspondence files in a professional manner; and
- Assisting the Property Manager with contract renewals as required.

**Your technical qualifications:**

- High school diploma required, but post-secondary education preferred;
- 2+ years experience as an administrator and/or property administrator; preferably in a commercial real estate company;
- RPA designation is considered an asset;
- Experience in accounts payable/receivable an asset;
- Experience with industry software (i.e. Yardi) preferred;
- Ability to communicate professionally both verbally and in written format;
- Proficiency in MS Word and Excel is required; and
- Ability to understand basic leases.

**Apply Now!**

Please forward your resume in confidence with a cover letter outlining your salary expectations to the attention of Chiamaka Kalu-Uche by August 19, 2022.

*\*Please note proof of COVID-19 vaccination status is required for this position.*

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