



Neptune Properties Inc.
508 428 Portage Ave, Winnipeg, MB

Job Type: Full-Time, 9am-5pm Monday to Friday, In Person

We are seeking a **Real Estate Coordinator** to join our team and play a meaningful role in supporting our daily operations.

As the Real Estate Coordinator, you will report directly to the Director of Real Estate and play a vital role in supporting the senior management team, which includes the Director of Real Estate, Director of Finance, and President. Your responsibilities will encompass administrative, accounting, analytical, and project-related tasks.

In this position, meticulous organization and a keen eye for detail are essential qualities. Your dedication to aiding senior management in achieving the company's strategic objectives and upholding its vision and values is paramount.

We are seeking a proactive self-starter with outstanding interpersonal and communication skills. Your role will involve regular communication and collaboration with various business partners, such as those in property management, leasing, construction, and other consulting entities.

You will actively participate in collaborative projects, often working within tight timeframes, and provide valuable insights and analyses related to real estate initiatives. This role offers a diverse array of tasks, showcasing your ability to adapt and contribute effectively.

Key Responsibilities

- Administration: Handle administrative tasks such as filing, document management, maintaining databases, and preparing communications.
- Finance: Assist with monthly financial reporting, payroll, and budget-related activities under the guidance of senior management. Prepare financial analysis on an as needed basis.
- Marketing: Collaborate with property managers on tenant events, assist with Neptune event coordination, and contribute to marketing initiatives.
- Project Management: Support various capital property projects, including scheduling, budgeting, site visits, and reporting. Order, maintain and review property reports including Survey's, BCA's, Environmental's, Appraisals and other related materials.
- General Office: Provide support to the executive assistant as needed, including reception coverage from time to time, stay updated on market trends and assist with special projects.

Qualifications

- A minimum of two years in a support position in a real estate office setting.
- A degree or diploma in commerce or business administration or a related field.
- Proficiency in Microsoft Word, Excel and Adobe. Experience with graphic design would be an asset.
- Financial acumen with an understanding of basic accounting concepts. Experience with QuickBooks would be an asset.
- Excellent organizational skills and attention to detail with the ability to prioritize workflow and meet deadlines.
- Excellent communication and interpersonal skills.
- Ability to problem solve and multitask in project work and team environments.
- Experience in a leadership role and/or customer service.
- Valid driver's license is required with access to a vehicle.

About Us

Founded on the vision of Relationships, Pride and Growth, Neptune Properties is a locally owned investor and asset manager of commercial real estate. Since establishing our vision and strategy in 2002, we have grown to 29 properties in four western Canadian provinces and one US state totaling over 1.3 million square feet. To learn more about us please visit us on LinkedIn or on our website at neptuneproperties.ca.

How to Apply

Please submit your resume outlining your qualifications and relevant experience to Wendy Finch, Director of Real Estate, at wfinch@neptuneproperties.ca.

Neptune Properties Inc. is an equal opportunity employer. We appreciate all applications, but only candidates selected for an interview will be contacted.