



# Office Services Administrator

**Job Category:** Real Estate Management

**Requisition Number:** OFFIC003220

[Apply now](#)

[Apply With LinkedIn](#)

Posted: November 14, 2025

Full-Time

On-site

Winnipeg, MB R3B0X3, CAN

## Job Details

### Description



**Office Services Administrator**

**Winnipeg, MB | One Lombard Place**

**Join Us to Grow, Connect, and Make an Impact.**

At BGO Properties, we're dedicated to enhancing personal and professional growth, fostering meaningful connections, and giving back to the communities where we operate.

As one of Canada's premier providers of commercial property management and leasing services, BGO Properties manages a diverse portfolio of over 400 properties, totaling more than 67 million square feet of residential, office, industrial, and retail space. For over 30 years, our clients have trusted us to deliver innovative real estate solutions that create value and support their success.

As part of the global BGO family, we leverage international expertise and local market insights to provide high-quality services. Our experienced team works across a variety of commercial real estate sectors, which ensure every property we manage is a welcoming and functional destination for tenants.

Whether you're launching your career or advancing as a seasoned professional, BGO Properties offers opportunities for professional growth, continuous learning, and leadership development.

Join us and help shape the future of commercial real estate.

## **The Opportunity**

The **Office Services Administrator** plays a key role within the Operations and Property Management teams, ensuring the smooth and efficient operation of a busy corporate office. Supporting the Winnipeg team, this position provides administrative assistance in project and contract management, environmental reporting, leasing administration, marketing coordination, and general office operations. This role serves as the first point of contact for tenants, visitors, and incoming calls, providing a professional and welcoming experience.

The successful candidate will bring strong organizational skills, a pleasant and professional demeanor, and the ability to manage multiple priorities.

**Location: Winnipeg, MB**

**Reports To: Senior Property Manager**

## **What You Will Do:**

### **Contract and Operations Administration**

- Assist the Senior Property Manager and the Operations Manager with all aspects of service contract, capital, and tenant project administration including documentation, tracking, communications, and reporting.
- Support tendering, bid analysis, and award recommendation processes including preparation and distribution of bid and request-for-proposal (RFP) packages, recommendation packages, and contract documentation in accordance with corporate procurement policies.
- Coordinate contractor activities, including bidders' meetings, inquiries, site visits, scheduling, inspections, and performance reviews.
- Maintain organized electronic and physical filing systems, including as-built drawings and O&M manuals.
- Create and manage purchase orders (POs) for Operations and Property Management teams.
- Monitor contractor compliance in ComplyWorks.
- Process contracts, invoices, and budget amendments in Yardi Construction Manager.
- Support the annual chattel inventory and preventative maintenance program updates.
- Attend project and operations meetings as required.
- Maintain service contract databases to ensure timely renewals and prevent lapses, automatic renewals, or penalties.
- Assist in updating the annual Building Standards Manual.

### **Environmental Services**

- Provide administrative and data entry support for environmental initiatives, including asbestos management, spill reporting, and hazardous waste disposal.

### **Office Administration**

- Provide reception and front-office support, including managing incoming calls and walk-ins, mail, and deliveries.
- Manage office supplies, business stationery, and equipment service providers.
- Prepare tenant communications and assist with internal and external correspondence.
- Coordinate meetings, agendas, minutes, and office functions.
- Support maintenance of social media accounts, website updates, and digital marketing material.

- Support General Manager and team members as needed and assist with overflow administrative tasks.

### **Lease and Other Administration**

- Maintain marketing materials and listings for vacant spaces across the managed portfolio.
- Assist with lease documentation coordination and file management.
- Perform other related duties as assigned.

### **Who You Are:**

#### **Experience**

- 3–5 years of experience in property management, operations, or administrative support.
- Experience in marketing, accounting, purchasing, or procurement considered an asset.

#### **Education**

- High school diploma supplemented with post-secondary coursework in administration, procurement, or project management.
- Additional certifications such as **PMI**, **BOMI**, or equivalent are assets.

#### **Skills and Attributes**

- **Relationship Management:** Professional, courteous, and team-oriented; able to foster positive working relationships with tenants, contractors, and colleagues.
- **Communication:** Strong written and verbal communication skills with attention to professionalism and clarity.
- **Organization and Time Management:** Exceptional ability to prioritize tasks, meet deadlines, and manage multiple projects in a fast-paced environment.
- **Attention to Detail:** High degree of accuracy and commitment to quality.
- **Technical Proficiency:** Intermediate to advanced proficiency in Microsoft Word, Excel, and Outlook; experience with **Yardi** is an asset.
- **Adaptability:** Flexible and able to adapt to evolving business needs and priorities.

#### **Other Requirements**

- A current **criminal background check** will be required as a condition of employment.

At BGO, we recognize that each employee's unique experiences, perspectives, and viewpoints strengthen our ability to create and deliver the best value to our clients, partners and stakeholders/investors and therefore we strongly encourage applicants of all genders, ages, ethnicities, cultures, abilities, sexual orientations and life experiences to apply.

BGO is committed to equitable hiring practices and we welcome the opportunity to discuss accommodation and ensure fairness and equity in our hiring process. If you require accommodation, please email us at [accessibility@bgo.com](mailto:accessibility@bgo.com) and include: Job posting #, your name and your preferred method of contact.

We thank all applicants for their interest in employment with BGO, however only those selected for an interview will be contacted.

BGO Properties is the Canadian real estate property management and leasing division of BentallGreenOak (Canada) Limited Partnership. BGO is a global real estate investment management advisor, real estate lender, and globally recognized provider of real estate services. BGO is a part of SLC Management, the institutional alternatives and traditional asset management business of Sun Life. For more information, please visit [www.bgoproperties.com](http://www.bgoproperties.com)