



JOB POSTING – PROPERTY ADMINISTRATOR

Job Title: Property Administrator
Location: 45 South Landing Dr, Winnipeg, MB R4G 0C4, Canada
Employment Type: Full-Time, Permanent
Department: Property Management
Salary Range: \$50,000- \$55,000

Join Our Team at Paragon!

The Company

Paragon is one of Winnipeg's largest, privately-owned real estate companies, specializing in the development of sustainable, purpose-built multifamily rental properties. Backed by over 15 years of experience, Paragon offers end-to-end real estate services – from acquisition and development to construction management and long-term property management. With over \$800 million in projects under development, we are expanding our team to support our continued growth.

At Paragon, we believe in fostering an environment where our employees can thrive professionally and personally. We offer a comprehensive benefits package, career development opportunities and a dynamic workplace culture that embodies The Paragon Way.

The Opportunity

We are seeking an organized, proactive Property Administrator to serve as the administrative core of our Property Management team. Because Paragon is a growing organization, this is an active, fast-paced role. You will work alongside a supportive team of Property and Resident Managers in an environment where no two days look exactly the same. This is an ideal position for someone who enjoys staying busy, takes initiative, and takes pride in keeping a fast-moving office running smoothly.

What You'll Be Doing

- Review and process rental applications, lease renewals, and amendments, ensuring accuracy and compliance with company policies.
- Monitor accounts receivable by running daily AR/NSF reports, updating tenant ledgers (late fees, key fobs, etc.), and managing professional tenant account communications.
- Maintain accurate digital records by managing tenant profiles and move-in/move-out workflows across Yardi Voyager, Landlord Express, and SharePoint.
- Coordinate documentation related to the Manitoba Residential Tenancies Act (RTA) and assist the management team with RTB processes.
- Act as a central administrative hub by managing shared email queues and internal communication systems to ensure team-wide visibility.



What You Bring

- 1-2 years of experience in property administration, office administration, accounts receivable, or a logistics environment. Direct experience in residential property administration is preferred; however, we are willing to train a highly capable administrative professional.
- Excellent multitasking and organizational skills, with the ability to effectively prioritize tasks in a fast-paced environment.
- Proficiency with Microsoft 365. Experience with database systems or property management software, such as Yardi, is considered a strong asset.
- Strong communication skills and the ability to handle confidential tenant information with professionalism and discretion.
- Familiarity with, or a willingness to learn, the Manitoba Residential Tenancies Act.

Why Join Paragon Living?

- Competitive salary of \$50,000-\$55,000 per year, along with a comprehensive health and dental benefits package.
- Opportunities for professional growth and career advancement as our property portfolio continues to expand.
- A collaborative team environment where colleagues support one another and work together to achieve success.
- A workplace culture that values connection, creativity, and community.

Ready to Build Something Great With Us?

Apply now! We'd love to hear from you.

While we appreciate all applicants, only those selected for an interview will be contacted.