



A Private Equity Real Estate Investment Firm focused on;
Mortgage Banking, Real Estate Equity & Capital Market Investments

Position Title: Administrator, Property

Location: Toronto, ON

Job Opening: 1

Position Status: Full-Time

PROPERTY ADMINISTRATOR/COMMERCIAL LEASE ADMINISTRATOR

Property Administrator/Commercial Lease Administrator ('PA/CLA') will be responsible for the assisting and administering paperwork for Property Management and Leasing personnel. Working with a multi-faceted team including property-based community managers and staff, finance personnel and the in-house project management team, the PA/CLA will oversee and direct best practice property management operations and administration practices with the Real Estate Management division.

Responsibilities:

- Liaison with tenants when Property Managers are out of the office.
- Standard Form Administration (i.e. Welcome Packages, Feature Sheets, Superintendent material);
- Perform all credit checks and calling previous landlord;
- Follow up on interested prospective tenants;
- Prepare all lease agreements and guarantor forms, including Commercial leases, renewals etc.
- Oversee commercial lease renewal dates;
- Open all Firm Capital Properties Group mail;
- Stamp, sort and match p/o's with invoices and give to appropriate Property Manager for approval.
- Cheque verification against all invoices paid;
- Update Tenant Directories for all properties;
- Review A/R reports on a daily basis;
- Work with and assist Property Management team and perform spot audits on all superintendents.
- Update monthly and yearly a management report showing all leasing activity (new/renewals/expanding);
- Compose and keep update of masse mailing list of all relevant agents for retail, industrial and office/medical and email out monthly updates of availability to all;
- Being available to receive leasing/tenant and/or broker calls when Leasing Director is out of the office;
- Draft annual list of upcoming leases in order of expiry dates to be updated and circulated monthly;
- Review MLS listing documents, prior to signing;
- Review and report on feature sheets that need updating (as per move ins and move outs);
- Organize (with marketing) feature sheets for new properties;
- Organize commercial and residential leases in mail room, in proper order;
- Setting up new tenant files properly and scanning all new leases; and
- Other duties as required.

Qualifications and Educational Requirements:

- Minimum 2 years of experience in property management with a focus on administration. An understanding of lease interpretation would be an asset. Post-secondary business education preferred;
- **Relationship Skills** – Excellent oral and written communication skills; ability to develop and sustain cooperative working relationships; ability to exercise confidentiality; team player; self-motivated, displays enthusiasm and a desire to learn; professional.
- **Organizational/Multi-Task Skills** – Ability to allocate one's time effectively, work under pressure and manage tight deadlines; ability to handle multiple demands and competing priorities, and adapt to new ideas and constant changes; accurate and detail-oriented; able to follow instructions.
- **Computer Skills** – Advanced skills in Excel and Word; and Yardi Voyager experience an asset. Must be able to type 60 WPM.

To apply for this position, please forward your resume to wramos@firmcapital.com. We thank all candidates who apply for this opportunity but only those selected for an interview will be contacted.

FIRM CAPITAL ORGANIZATION, since 1988, through its various affiliates, operates as a boutique private equity real estate firm and alternative investment manager. Firm Capital has focused on deploying proprietary and managed capital opportunistically between debt and equity investments in the real estate private and public markets. The organization has established an exceptional track record of successfully lending providing financing, owning, investing, joint venturing and managing real estate across Canada and most recently the United States. **FIRM CAPITAL** focuses on three investments areas: Mortgage Lending, Real Estate Investments and Special Situation Investments. Credit and mortgage lending leads the investment operating focus of the organization. Please visit our website at www.firmcapital.com for further company details.