



A Private Equity Real Estate Investment Firm focused on;  
Mortgage Banking, Real Estate Equity & Special Situation Investments

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**Title:** Property Administrator

**Location:** Toronto, ON

**Reports to:** COO, Real Estate

**Job Type:** Permanent, full-time

### **Who we are**

The Firm Capital Organization (“Firm Capital”), through its various affiliates operates as a boutique private equity real estate firm with proprietary capital in partnership with various capital pools, partnerships, private and public equity funds, deploying capital opportunistically between debt and equity in the real estate private and public markets. Firm Capital Corporation’s main public entities include Firm Capital Mortgage Investment Corporation (TSX: FC), Firm Capital Property Trust (TSXV: FCD.UN) and Firm Capital America Realty Partners Corp. (TSXV: FCA/FCA.U). Please visit our website at [www.firmcapital.com](http://www.firmcapital.com) for additional details.

### **What you need to succeed**

- You will have a minimum of 2 years of experience in property management with a focus on administration. An understanding of lease interpretation is an asset. Post-secondary business education is preferred;
- Excellent oral and written communication skills;
- Ability to allocate your time effectively, work under pressure and manage tight deadlines;
- Advanced skills in Excel and Word; Experience with Yardi Voyager is an asset.

### **Your new role**

- You will support the property management team by being a point of contact for tenants when Property Managers are out of the office;
- Standard Form Administration (i.e. Welcome Packages, Feature Sheets, Superintendent material);
- Perform all credit checks;

- Follow up with prospective tenants;
- Prepare all lease agreements and guarantor forms, including Commercial leases, and renewals;
- Stamp, sort and match p/o's with invoices and give to appropriate Property Manager for approval;
- Process and verify all vendor and trades invoices;
- 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);
- Draft annual list of upcoming leases in order of expiry dates to be updated and circulated monthly;
- Organize (with marketing) feature sheets for new properties;
- Oversee the filing system for commercial and residential leases in file room;
- Create new tenant files and scan all new leases; and
- Perform other duties as required.

#### **What we offer you**

- Competitive salary
- Opportunity to advance your career as the company grows
- In-house Chef with weekly staff lunches
- Full kitchen with complimentary drinks and food
- Creative Social Committee that organizes team building events and weekly socials
- Free parking

#### **How to apply**

Please forward your resume and reference the position you are applying to [wramos@firmcapital.com](mailto:wramos@firmcapital.com). Visit our website at [www.firmcapital.com](http://www.firmcapital.com) for further company details. We thank all candidates who apply for this opportunity but only those selected for an interview will be contacted.