



A Real Estate Capital Company Celebrating 30 years in 2018

Title: Property Administrator

Location: Montreal, QC

Reports to: Commercial Property Manager
& Director, Commercial Property
Management

Job Type: Permanent, full-time

Who we are

As part of the Firm Capital Organization, an entrepreneurial organization with a bright talent pool, Firm Capital Property Management Corp. is the property manager for a portfolio of multi-residential and commercial properties comprised of retail, industrial, and office across Canada and the United States. Please visit our website at www.firmcapital.com for further information.

What you need to succeed

- Minimum of 2 years of experience in a similar role within real estate, administration, or accounting;
- University or college diploma in a related field;
- Strong decision-making capabilities to provide quality service to tenants;
- Ability to multi-task and meet deadlines without compromising accuracy;
- Ability to handle difficult situations in a professional manner;
- Ability to communicate effectively across all levels within and outside organization;
- Experience with contracts and leasing agreements;
- Knowledge of Commercial Tenancies and Lease Agreements an asset;
- Excellent written and verbal communication skills, both English and French;
- Strong organization skills;
- Ability to work quickly and efficiently on a team or independently;
- Access to a vehicle is preferred;
- Proficient in MS Office and experience with Yardi Voyager is preferred.

Your new role

- Maintain tenant database, which includes processing changes to residents, co-tenants, occupants, and guarantors;
- Maintain data integrity to ensure consistency for reporting and billing;
- Support the property management team in all administrative tasks, including work orders, service requests, rent and expense payments, property maintenance, and vendor compliance requirement;
- Develop and maintain strong relationships with property owners, tenants, vendors, and contractors; Respond to requests, inquiries, and concerns as required;
- Prepare tenant arrival packages, in addition to ensuring smooth move-in and move-out coordination, and booking elevators where applicable; Assign tenant parking in addition to issuing visitor parking passes and maintaining the log thereof;
- Administer sublets, assignments, and termination notices; Inform utility companies of change in responsibility for spaces becoming vacant or occupied, approving invoices for vacant units;
- Prepare required forms and documentation in accordance with the Commercial Tenancies related claims, collections, evictions, rent increase, etc.;
- Process cash receipts and deposits on timely basis;
- Prepare tenant account receivable reports, outlining and addressing any delinquent and/or past due payments, and perform collection efforts on past due accounts;
- Provide input into the development of the annual budget;
- Research market rental rate by surveying local rental rates;
- Prepare renewal listings and subsequently prepare renewal notices as directed by management;
- Prepare mass and individual tenant communication for upcoming events, repairs, changes to management, etc.; Ensure proper notice is given in advance of entering occupied units and/or that the tenant has authorized entry in advance; Coordinate access for staff and contractors for occupied and vacant spaces as well as common areas;
- Liaise with members of the property management team to ensure maximum utilization of technical and maintenance personnel; Ensure scheduled maintenance plans for property and equipment are assigned to appropriate personnel so that they can be completed on timely basis;
- Adhere to company and industry standards and policies, and seek assistance and advice from management when needed;
- Perform other duties as assigned.

What we offer you

- Competitive salary
- Opportunity to advance your career as the company grows
- Free parking

How to apply

Please forward your resume and cover letter with the position to which you are applying in the subject line to scraymer@firmcapital.com. Please provide your availability (e.g. start date or number of weeks' notice), whether you are bilingual, and salary expectations in your cover letter. Visit our website at 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.

Please be aware this is a position for our Montreal office.