



A Real Estate Capital Bank

A Private Equity Real Estate Investment Firm focused on;  
Mortgage Banking, Real Estate Equity & Special Situation Investments  
Celebrated 30 years in 2018

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**Title:** Real Estate Administrator

**Location:** Montreal, QC

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

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

### **Who we are**

An entrepreneurial organization with a long track record and a bright talent pool, the Firm Capital Organization is a real estate private equity firm focused on the areas of mortgage banking, real estate investments and special situation investments. Please visit our website at [www.firmcapital.com](http://www.firmcapital.com) for further information.

### **Position**

Within the Firm Capital Organization, 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. Firm Capital Property Management Corp. is looking for a Real Estate Administrator for our Montreal Office.

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

- Excellent written and verbal communication skills, both English and French;
- 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;
- Strong organization skills;
- Ability to work quickly and efficiently on a team or independently;
- Access to a vehicle is required;
- 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; Assign tenant parking 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, perform collection efforts on past due accounts, keep memos of collection actions taken, and deliver default notices;
- 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 [careers@firmcapital.com](mailto:careers@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](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.

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