



A Real Estate Capital Bank

A Private Equity Real Estate Investment Firm focused on;
Mortgage Banking, Real Estate Equity & Special Situation Investments
Celebrated 35 years in 2022

Title: Commercial Property Administrator

Location: Edmonton, AB

Reports to: Director, Commercial Property Management

Job Type: Permanent, part-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 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 Part-Time Commercial Property Administrator.

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 Act and Commercial Lease Agreements an asset.
- Excellent written and verbal communication skills.
- Strong organization skills.
- Ability to work quickly and efficiently on a team or independently.
- 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 suites.
- Prepare required forms and documentation in accordance with the Residential Tenancies Act 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 suites 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

Salary

Please provide your availability and salary expectations in the cover letter.

How to apply

Please forward your resume with the position to which you are applying in the subject line: Property Administrator to careers@firmcapital.com. 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.