



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

Title: Property Administrator, Residential
Property Management

Location: Toronto, ON

Job Type: Permanent, full-time

Reports to: Director, Residential Property
Management

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 *Property Administrator, Residential Property Management*.

What you need to succeed

- Minimum of 3 years of experience in a related role.
- 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.
- Strong knowledge of Residential Tenancies Act and Residential Lease Agreements is 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.
- College diploma in a related field is a bonus but not a requirement.

Your new role

- Maintain tenant database, which includes processing changes to residents, co-tenants, occupants, and guarantors.
- Process and review rental applications in line with approval policy.
- Maintain data integrity to ensure consistency for reporting and billing.
- Support the property management team in all administrative tasks, including but not limited to rent collection, legal, property maintenance, vendor compliance requirement.
- Develop and maintain strong relationships with property owners, tenants, vendors, and contractors; Respond to related requests, inquiries, and concerns as required.
- Prepare tenant arrival packages, in addition to ensuring smooth move-in and move-out coordination.
- Administer sublets, assignments, and termination notices
- Prepare required forms and documentation in accordance with the Residential Tenancies Act related claims, collections, evictions, rent increase, etc.
- Prepare tenant account receivable reports, outlining and addressing any delinquent and/or past due payments, and perform collection efforts on past due accounts.
- 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.
- 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
- Flexible Health, Dental & Vision Benefits
- 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 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.