# Firm Capital

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

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**Title:** Property Administrator, Mobile Home Parks

**Reports to:** Director, Residential Property Management

**Location:** GTA, ON

**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 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, Mobile Home Parks*.

## What you need to succeed

- Minimum of 3 years of experience in a related role.
- Knowledge of OREA forms and regulations for mobile park home sales;
- 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.
- A vehicle and valid Driver's License is essential, travel between sites may be required.
- Ability to work quickly and efficiently on a team or independently.
- Proficient in MS Office and experience with Yardi Voyageur 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
- 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.