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## **Property Administrator Job Description**

### The Role and Candidate:

A Vancouver-based property management company is actively seeking an energetic Property Administrator to come onboard and be a valued member of the team. This is an established real estate company with a focus on responsible growth. The role will be focused on two main areas; property administration and office management. The ideal candidate will be passionate about real estate and looking for a deeper knowledge of the property management and development industry. This person will report directly to the Controller and Accounting Manager. He/She must be organized and have proven capabilities in multi-tasking, problem solving, meeting deadlines and prioritizing workloads. Being detail-oriented and able to work autonomously is a must! There will be plenty of opportunity for growth for the right person in a fun and dynamic real estate team.

The following outlines the responsibilities and the qualifications regarding the role:

### Responsibilities:

- 1) Residential & Commercial Lease Admin:
  - Enter new leases into system
  - Enter & create move-out notices, rent increases, deposits and charge-backs into system
  - Issue tenant cheques & refunds
- 2) Accounts Receivable:
  - Enter and reconcile monthly rent cheques
  - Send monthly invoices to specific tenants
  - Follow up on late payments
- 3) Reception duties (Phone, office supplies, couriers, filing etc.)
- 4) Basic bookkeeping including journal entries and petty cash reconciliations
- 5) Bank deposits and bill payments
- 6) Incoming/Outgoing mail

### Qualifications:

- University degree or college diploma
- Experience in property management/real estate industry
- Experience with accounting software (Spectra, Yardi or Sage)
- Background in office management and/or bookkeeping
- Strong computer skills, with a good knowledge of MS Outlook, MS Excel and MS Word;
- Strong interpersonal and analytical skills

If this sounds like you, please get in touch as soon as possible. Competitive salary and compensation package for the right candidate. Email your resume and cover letter to: **info@orrdevelopment.com**