

**Position:** Commercial Property Administrator

**Location:** Downtown Vancouver

**About BOSA:**

The story of Bosa Properties is one of entrepreneurship, commitment and a passion for real estate and construction that began over 50 years ago. Decades in the business have taught us how to create homes that are timeless in design, universal in their appeal, and comfortable for homeowners at every stage of life. Being a forward-thinking company matters to us and influences everything from where we build our projects to the amenities and technologies we build into them.

*Bosa is proud to have been named an Aon Best Employer for 2017 and 2018, ranking among the top 1/4 of all Canadian employers based on engagement, leadership, performance culture and employment brand.*

**About the Role:**

We are looking for a Commercial Property Administrator to work effectively in an extremely fast paced environment that requires a high level of multi-tasking. You will provide administrative support to the Property Management group and will exercise considerable discretion and judgement in handling assigned projects. Your key responsibilities include:

- Work with operations staff to fulfill monthly operations and financial reports for Senior Management;
- Draft communications to tenants such as memos, notices, letters, minutes and manuals;
- Assist with creating new procedures, protocols, audits, drills, education sessions, etc.;
- Collect and maintain various records and data management;
- Liaise and assist in compiling building information for the growing, dynamic commercial portfolio;
- Assist with preparation of budgets and weekly reports;
- Takes ownership for collections of tenant arrears for assigned portfolio;
- Assist in the reconciliation of tenant accounts for assigned portfolio;
- Works with Leasing and Operations staff to complete move-in/move-out reports as part of full lease cycle;
- Provide administrative support including filing, scheduling appointments and meetings;
- Review monthly rent roll and work with Site Staff and Accounting to ensure accuracy;
- Keep and update tenant and contractor contact lists and manuals as required;
- Maintain documentation in a centralized repository;
- Prepare, administer and process service and project management contracts as required.

**What you Bring:**

You are a high-performing individual with excellent customer service skills and a keen eye towards data and numbers. You want to take ownership of your job and you take great pride in being someone who is dependable and resourceful when faced with a problem you need to solve. You are diplomatic and friendly, and you can juggle competing priorities with ease.

**Our Must Haves:**

Alongside your personality and dedication, we would like to see the following skills and qualifications:

- 2-3 years of experience in property management administration or operations;

- Proficient in Microsoft Office
- Experience with Accounting
- Good conflict resolution skills;
- Highly proficient organizational and multi-tasking skills;
- Strong communication skills (written and oral);
- Ability to work both independently and in a team environment;
- Excellent customer service skills with the ability to meet deadlines;
- Eager to share ideas and always look for opportunities to improve our property management services;
- Able to cope with changing client needs and deliver successful results within the time frame;
- Self-motivated and proactive.

### Your Rewards:

Our most important offering to anyone that joins the Bosa Properties team is our culture of innovation, achievement, and ownership. We bring out the best in each other by constantly striving to be world class in all we do. These values are reflected in our Real Estate Projects, our Company, and our People.

At Bosa, we also offer a very competitive compensation structure that supplements your regular income with a robust benefits package:

- **MSP, Medical and Dental Coverage:** Our industry leading benefits package covers you and your dependents at no cost
- **Friends and Family Program:** Early and exclusive access to our newly released projects
- **BOSAconnect™:** Our annual development conference that is designed and hosted by our leadership and complemented by a range of world-class speakers and workshop experts.
- **Professional Development and Education Support**

### How to Apply:

Please submit an application using the links provided, or by sending an email to [people@bosaproperties.com](mailto:people@bosaproperties.com). We value your interest in the Bosa Family of Companies. While we can only respond to shortlisted applicants, we will keep your information on file and consider you for future opportunities as they come available.