

Commercial Property Administrator

ICR Commercial Real Estate - REGINA

Regina, SK

Full-time, Permanent

As the Property Administrator, you are responsible for providing administrative support to the Property Managers.

Primary Job Responsibilities:

- Cover reception as required.
- Set up new properties (physically and electronically via Yardi Voyager).
- Maintain an up-to-date list of owners and tenants of all commercial properties.
- Create and provide new tenant orientation/tracking paperwork.
- Create commercial management agreements and ensure the “New Property Takeover Procedure & Checklist” is completed.
- Administer all new lease documents as they are received (including new lease, extensions, amendments, and renewals) and ensure “New Lease Procedure & Checklist” and a welcome letter to the tenant is completed.
- Create budgets in the system and enter fee increase charges.
- Various monthly invoicing tasks for management and maintenance agreements.
- Prepare general correspondence to owners and tenants, including year-end occupancy costs adjustment statements and letters for owners and tenants, budget letters and Rental Advice Notices, arrears and default letters, and lease infraction letters.
- Track tenant and owner insurance and ensure requirements are followed as per the Lease. Send letters requesting proof of insurance as required.
- Administer parking garages and parking agreements, tracking current parking allocations, and liaising with accounting techs to ensure that new parking agreements are entered.
- Track monthly reports for properties.
- Contact SaskPower, SaskEnergy and City of Regina to make changes to billing information.
- Contact City of Regina for sidewalk closures and parking meter hoods as required.
- Assist with coordinating and scheduling meetings, AGMs, and prepare documentation and take minutes when applicable.
- Complete credit checks and personal property searches for commercial tenants.
- Organize and maintain filing for property managers.
- Assist with year end audits when required.
- Prepare commercial tenant estoppels, as required.

- Prepare invoices for tenants and PMs, as required.
- Maintain key cabinet and log.
- Track utility data and HVAC data for each commercial property.
- General clerical duties such as filing, scanning, and archiving.
- All relevant duties as requested.

Key Competencies:

- Superb communication skills, both written and verbal.
- Leadership mentality coupled with ownership and accountability.
- Strong negotiating and mediation skills.
- Proficiency with MS Office and other computer databases. Previous experience or knowledge of Yardi Voyager would be considered an asset.
- Highly organized with a keen eye for the details.
- The ability to prioritize and multitask.
- The capacity to remain calm and composed when under stress or pressure.
- Adaptable, dependable, and shows initiative.

The above noted responsibilities and skills are not a comprehensive list and additional tasks may be assigned from time to time, based on the needs of the business.

Benefits:

- Company events
- Dental care
- Employee assistance program
- Extended health care
- Paid time off
- RRSP match
- Vision care

Schedule:

- Day shift
- Monday to Friday

Education:

- Secondary School

Experience:

- Property Management: 2 years

Language:

- English (required)

Work remotely:

- No