



STRATHALLEN

Position Title:	Property Administrator
Reports To:	Property Manager
Location:	Dorval, Quebec

About the Company:

Strathallen is a fully integrated Canadian real estate management company, with over \$1.4 billion and 9 million square feet in assets under management. Founded in 2003 by seasoned real estate executives, Strathallen provides asset management, property management and strategic advisory services to institutional and high net worth investors. The Company currently manages and operates four private closed-end funds, with the mandate to strategically acquire and dispose of quality retail investments and deliver industry leading risk-adjusted returns. Strathallen provides investors with confidence through co-investing and incentive fee arrangements. The Company is supported by; in-house asset management, property management, financial, leasing and development teams. Strathallen specializes in creating value in opportunistic property investments on behalf of institutional clients.

About the Position:

We are looking for an energetic and enthusiastic candidate to join Strathallen as a **Property Administrator** at Strathallen Property Management Inc. for a one (1) year contract. This contract offers an excellent opportunity for an individual to grow and add value to a supportive, expanding company. For more information on Strathallen, please visit www.strathallen.com.

Main Responsibilities:

- Tenant liaison and front-line coordination of day-to-day tenant requests and follow up in a timely and professional manner.
- Maintain and update tenant information, including phone numbers, contact names and emergency contact information.
- General office management such as maintaining supplies, record keeping systems and related correspondence filing, banking and reception duties.
- Review and print related monthly accounts receivable reports and provide Property Manager with any changes to the report as requested.
- Complete the accounts receivable and expense variance sections of the monthly property management report.
- Collect insurance certificates from tenants and update in tenant files.
- Contact tenants on a regular basis to ensure prompt collection of gross sales reports.
- Complete bank deposits, code and post bank deposits.
- Accounting system entries and procedures (tenant charge backs, adjustments, etc.)
- Contact tenants on a regular basis to ensure prompt payments of rent and miscellaneous invoices.
- Prepare monthly AR report for reporting.
- Reconcile accounts, advise tenants of any outstanding amounts and facilitate collections.
- Provide late letters / default letters to Tenants as required.
- Liaison with Property Manager on delinquent accounts.
- Review, prepare and code all invoices
- Submit invoices for approval in a timely fashion and ensure that the appropriate signatures are obtained.
- Provide information required for audits.
- Complete accruals monthly.
- Source specialty leasing opportunities and facilitate executing lease agreements.
- Assist the Marketing Coordinator with various marketing, such as Easter and Christmas promotions.
- Assist Property Manager with other duties as required
- Contact vendors and ensure files are up to date (new vendor requests, including the COI and CSST conformity documents required, and follow-up)
- Prepare and issue purchase orders, as requested

Qualifications

- Bilingual (English/French written and spoken) is a must
- Previous Commercial Real Estate background an asset
- Minimum 2-4 years of administrative and office experience
- Strong knowledge of leasing such as understanding all clauses in leases
- Intermediate to advance skills in MS Word, Excel, Outlook and Access are required
- Experience with MRI is an asset
- Team player who is flexible and adaptable to constantly changing fast paced environment
- Ability to take initiative and work independently with excellent time management skills and the ability to handle multiple priorities
- Pro-active team player takes initiative and leads when required

Please email resumes with cover letter to careers@strathallen.com referring Job: Property Administrator in the subject line.

We encourage all qualified candidates to apply. We thank all applicants for their interest in this position and our organization; however, only applicants selected for an interview will be contacted. Please note that, where needed, accommodations for disabilities will be provided, on request, during the recruitment process.