



With a number of newly constructed condominium buildings in the GTA, we are seeking individuals interested in building a professional career in the Residential Property Management field. With openings in **Vaughan, North York and Downtown Toronto**, the role of **Property Administrator** supports the daily, on-site operations of the building and is an excellent entry level position into the industry.

Reporting to the Property Manager, the **Property Administrator** key responsibilities will include:

- Receiving incoming requests for service – via phone, email or in-person – from residents and responding by providing information, problem solving, or escalating the matter as appropriate.
- Distributing All-Resident communication materials, e.g. Welcome/Move-in and Emergency procedures packages.
- Receiving and distributing mail and courier packages.
- Providing direct support to management, including correspondence, e.g. letters and notices related to arrears in fees.
- Obtaining security reports from the concierge daily.
- Maintaining a contract service vendor log containing contract amounts and commencement and expiration of services being performed.
- Maintaining the filing system.
- Maintaining information sheets, e.g. license plates, phone numbers, locker numbers and handicapped and parking lists.
- Logging monthly maintenance cheques and PAP forms and forwarding to the Accounting Department.
- Maintaining and updating the Building Emergency Evacuation Plan, resident contact lists, vendor and fire emergency lists.
- Maintaining insurance binders and WSIB clearances for residents and vendors.
- Assisting with event planning activities.
- Maintaining records for the bookings of amenities.
- Posting notices to bulletin boards.
- Maintaining key logs and records of fob devices.
- Assisting with the collation of meeting packages including agendas, minutes, property management reports and attachments, financial statements and any other meeting material.

To succeed, candidates must possess the following combination of education, experience and skills:

- A minimum of 2 years of experience in the residential property management field;
- CMRAO Limited License;
- At least 5 years of progressive experience providing administrative support;
- Excellent verbal and written communications skills;
- Superior interpersonal and customer service skills;
- Strong working knowledge of Microsoft products (MS Word and Excel);
- Working knowledge of JDE EnterpriseOne is preferred; and
- Demonstrated ability to work effectively in a deadline-driven environment.

We offer a competitive compensation package and the opportunity to work with an industry leader! To apply, please **forward your resume to [careers@menres.com](mailto:careers@menres.com) and in the subject line please include the position REQ# 3090 –Property Administrator.**