



Property Administrator

On behalf of our client, a boutique real estate developer who prides in creating meaningful places for the community, we are looking for a dynamic and organized **Property Administrator** to join their growing team on a permanent basis.

If you have a passion for the real estate industry and are looking for a company that can provide growth and advancement, please apply today!

Location: Vancouver, BC

Key Responsibilities:

- Assist with the building operating budget, including ensuring revenue and operating costs are compliant against existing lease agreements
- Monitor property-related information, including tenant profiles and leases, and assist with year-end reconciliation, monthly rent roll and journal entries.
- Process rental property accounting information, including quotations, invoices and bills
- Ensure expense information are accurately logged and within budget
- Work closely with building managers, suppliers, tenants and other property management companies to ensure that all information is correct
- Distribute notices and reminders as necessary
- Maintain key/fob inventory and tracking system for each property
- Administer and coordinate efficient tenant relocation and move-out process
- Prepare various lease documents
- Conduct appropriate due diligence and checks on potential occupants
- Assist with property sales and purchase administration, including updating databases with agreement information and liaising with external stakeholders involved
- Support the front desk when needed
- Perform other administrative tasks as required

Key Requirements:

- At least three years of experience in a similar role
- Undergraduate degree in Business is considered an asset
- Familiar with the Residential Tenancy Act
- Excellent verbal and written communication skills
- Ability to be resourceful and proactive when issues arise
- Ability to prioritize multiple responsibilities and execute them in a timely manner
- High-functioning team player who is able to work effectively in cross-functional setting
- Excellent attention to detail
- Proficient in Microsoft Office Suite
- Strong knowledge of software applications, databases and spreadsheets

Individuals meeting the criteria above are encouraged to submit their resume to Alana Briggs at alana@mcnak.com with the subject "UBC Application: Property Administrator". While we thank all candidates for their interest, only selected individuals will be contacted for follow-up. If you have specific questions, please feel free to confidentially reach Alana at 604-662-8967 ext. 103.

WOW. FUN. PEOPLE.