



Property Administrator (Fulltime, Permanent)

Choice Properties Real Estate Investment Trust is an owner, manager and developer of well-located retail and commercial real estate across Canada. Choice Properties' portfolio spans approximately 41.6 million square feet of gross leasable area and consists of 519 properties primarily focused on supermarket-anchored shopping centres and stand-alone supermarkets.

Choice Properties' strategy is to create value by enhancing and optimizing its portfolio through accretive acquisitions, strategic development and active property management. Choice Properties' principal tenant, and largest Unitholder is Loblaw Companies Limited, Canada's largest retailer. Choice Properties' strong alliance with Loblaw positions it well for future growth.

A commitment to continuous learning and development is a strong part of our culture.

The Property Administrator reports to and provides administrative support to the Property Managers working on the British Columbia portfolio of properties. The successful candidate will be responsible for providing direct support by ensuring that key administrative aspects of the portfolio are maintained in a professional, current and proficient manner. This role is based out of our Burnaby office located on Lougheed Hwy.

Key Responsibilities include:

- Administer tenant accounts receivable including the processing of monthly rent cheques and EFT/PAD payments, and monitoring/collection of arrears.
- Code, process and enter incoming invoices via accounting software.
- Collect and track tenant insurance certificates.
- Collect and track tenant sales reports
- Collect and track contractor property inspection reports.
- Maintain an up to date tenant contact list for all properties.
- Maintain an up to date Contractor List for all properties and set up new vendors and ensure compliance standards are met.
- Maintain Utility Registers and assist PMs with tracking utility payments and preparing monthly accruals.
- Provide assistance on special projects, including preparation of various consolidated reports and annual budgets.
- Prepare and issue tenant billings, Rental Advice Notices and other routine tenant correspondence.
- Review tenant and head lease abstracts and ensure accuracy of rent rolls. To include the simulation and review of monthly rent roll to assist Property Manager.
- Process tenant service requests and dispatch contractors as advised by Property Manager and/or as required.
- Perform a wide variety of clerical and administrative duties including word processing, filing, photocopying, faxing, scheduling appointments, answering phones, receiving guests, preparing expense reports and making travel arrangements, mechanical lists tracking for PM, etc.



Job Qualifications:

- Candidate should possess post-secondary education.
- 2+ years property administration or related office experience.
- Accounts Payable and Accounts Receivable experience is an asset.
- Strong computer skills, specifically with Excel.
- Experience with SAP or equivalent property management software (JDE or Yardi) is an asset.
- Basic understanding of property management terminology, principles and procedures.
- Excellent written and verbal communication skills, combined with an approachable manner.
- Strong analytical and accounting skills with excellent attention to detail.
- A self-starter with the ability to work independently.

Interested candidates are to email to visit www.choicereit.ca/Careers. Apply to the Property Administrator posting.