

**Position:** Senior Property Administrator  
**Job Type:** Salary, Full Time  
**Reporting to:** General Manager  
**Location:** Orchard Park – Kelowna, BC  
**Closing Date** June 30, 2018

**Position Summary:** The Senior Property Administrator’s primary responsibility is for daily, monthly, quarterly and annual financial transactions for the property including accounts receivable, collections, monthly charges, year-end charges and percentage rent. This role will work closely with the Accounting department at the Toronto Head Office on financial reporting and processes, and lease administration affecting the property. This position is also responsible for leading, coaching and overseeing the Property Administrator.

- Role:**
- Prepare monthly, quarterly and annual accruals
  - Update, maintain and audit all tenant information to ensure it is accurate and up-to-date
  - Prepare and coordinate initial rent letter and rent notices to all tenants
  - Prepare and coordinate information for the Monthly Asset Report
  - Timely & accurate entry of Specialty Leasing license agreements (including related storage agreements) into ERP system
  - Complete the monthly tenant audit for submission to General Manager
  - Reconcile rent roster on a monthly basis
  - Lead the preparation and input of property budget(s)
  - Manage and maintain accurate sales reports for the property
  - Resolve tenant operating cost issues
  - Reply to tenant inquiries regarding operating costs and other payments
  - Liaise with Property Accountants in relation to property revenues/expenses, etc.
  - Verify, collect, process, and input rent due, adjustments and other payments from tenants in ERP system
  - Recommend bad debt allowances and write-offs and report these to the General Manager
  - Provide informational support to managers
  - Administer and oversee petty cash dispersal and reconciliation (if applicable)
  - Other duties as assigned

#### **Supervision of Direct Reports**

- Conduct annual performance reviews and coach direct report(s) accordingly
- Supervise, mentor and evaluate direct report(s) through formal and informal discussions, including annual evaluations and goal setting

sessions to enhance employee job satisfaction, foster employment stability and to maximize productivity

- Actively participate in the hiring and training processes when required
- Provide regular updates & feedback to the General Manager

**Requirements:**

**Formal Education and/or Certifications**

- Bachelor's degree or College Diploma in Accounting, Business Administration or a related field

**Years of Experience**

- Minimum 3-5 years property administration experience
- Minimum 1 year supervising, coaching, and mentoring direct report(s)
- Experience in Real Estate or Property Management an asset

**Specialized knowledge, skills and abilities**

- Knowledge and experience with property accounting software (MRI or Yardi preferred)
- Excellent Microsoft Office skills

**Competencies:**

- Communicate clearly, concisely, professionally and convey active listening and openness
- Build positive relationships and demonstrate commitment, effort and a "take charge" attitude
- Produce accurate work with attention to detail and consistently meet deadlines
- Take ownership for actions, accept constructive criticism and make the necessary changes to behaviour
- Overcome obstacles to get the job done, identify problems and recommend solutions
- See change positively and adapt quickly to change in work requirements
- Actively support training & development opportunities for employees as well as provide regular and meaningful feedback while delegating responsibility and being comfortable working through others

**Values:**

- Respect: Value diverse perspectives, experiences and talents; treat others the way you would want to be treated
- Empowerment: Use the means provided to carry out responsibilities to the best of your ability and to implement creative ideas
- Integrity: Do the right thing, deliver on commitments and admit mistakes
- Teamwork: Work together as one team toward common goals
- Accountability: Hold yourself and others accountable for decisions and results

If your background matches the qualifications listed above and you are looking for an opportunity with a dynamic team, please submit your resume in confidence to [careers@primarisreit.com](mailto:careers@primarisreit.com).

Please note that we thank all who apply however only candidates considered for an interview will be contacted.

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