



Office & Property Administrator – Vancouver – 18 Month Contract/Maternity Leave

Terra Property Management Ltd in Vancouver is seeking an enthusiastic, energetic and driven, Office & Property Administrator to join our team. This position is responsible for a variety of services and tasks related to office management, property management services, and corporate needs.

You will be a self-starter who takes initiative and is proactive on tasks assigned and beyond. Other than day-to-day responsibilities, you are a great liaison and a people-person who is capable in providing exceptional customer service and efficiently delivering on administrative tasks assigned to you. Most importantly, your ability to manage time, multi-task, learn new tasks in a quick and efficient manner, and delivering services in a customer service oriented fashion, are crucial to this position.

The balance of work between Front Desk & Office Management and Property Administration & Operations will fluctuate dependent on the needs of the company.

Your day-to-day responsibilities include, but are not limited to the following:

Front Desk & Office Management

- Professional handling of telephone, e-mail and in person inquiries with a focus of providing enthusiastic, professional and courteous services at all times
- Perform required mailing and courier services
- Order and restock office/kitchen supplies
- Administer the TPM corporate and client filing system
- Drafting proposals, set up duties as it relates to new clients
- Set up duties as it relates to hiring of new TPM personnel (job posting, resume screening, phone interviews, assisting with onboarding)
- General office IT support and set-up including: computers, printers, phones and other equipment
- Setting up and troubleshooting employee computers and workstations
- Administer corporate website and social media postings
- Marketing coordination, advertising campaigns, preparation and execution of marketing plan
- Assist with tasks as it relates to corporate events (team gatherings, corporate meetings)
- Other duties as required

Property Administration & Operations

- Support the Property Manager and their administrative functions associated with the position



- Answering general inquiries from tenants, trades, vendors and providing required service in a professional and prompt manner
- Regular maintenance scheduling, ordering repairs, coordination and scheduling of contractors
- Accounts Payable responsibilities including receipt of invoices, required review and coding of expense
- Preparation of documents for property management purposes (arrears letter, payment plans, eviction notices, monthly reports, etc.)
- Coordination of unit inspections and report processing
- Other duties as required

Qualifications:

- 3-5 years minimum administrative experience
- Proficient in Microsoft Office that includes, Word, Excel, Outlook and Powerpoint
- Computer savvy and knowledge of office software packages
- Excellent communication skills, verbally and written
- Ability to multi-task and prioritize tasks and assignments in an extremely fast-paced environment
- "Can-do" attitude and self-motivator
- Can work independently and as a team, following directions in an efficient and prudent manner
- Previous experience with web development and graphic design is an asset, but not required
- Previous property management experience is an asset, but not required

Position information:

- Full Time
- 18 Month contract/Maternity Leave
- Group extended health and dental benefits after 3 months
- Start date: **Monday, September 9, 2019**

To apply for this position, please forward resume and compensation expectations to email marie@terramanagement.ca