

POSITION PROFILE

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| Position Title | Property Administrator |
| Team | BC Region |
| Position Location | Surrey, BC |
| Reports to | Senior Property Manager |
| Date | December 2011 |

ABOUT US – DUNDEE REALTY MANAGEMENT CORP.

Dundee is an exceptionally dynamic and entrepreneurial organization. We seek out the best in everything we do. Our team is knowledgeable, diligent and dedicated and we share a real passion for our business and the desire to excel. Dundee is grounded in core organizational values including integrity, respect, fairness, transparency and accountability.

Our employees are our greatest asset and we are committed to providing a dynamic and rewarding environment in which our employees can thrive, including: promoting teamwork, communication, creativity and productivity; rewarding employees with professional and personal growth; encouraging continuous learning opportunities; providing competitive recognition and rewards programs; and, supporting a culture that values and respects employees and their ideas.

ROLE

Dundee is looking to hire an Property Administrator with a minimum of three- (3) years experience in a professional commercial property management environment to:

- Provide analytical & administrative support to the Property Manager(s) and to manage property and portfolio accounts receivable & payable activities and banking & reporting requirements.
- Monitoring & collection of tenants accounts receivables, preparation of statements of account and reconciling tenant's accounts on behalf of the property manager; and reporting thereon to the property manager and others.
- Preparation of system generated bank deposits as required and application of receipts of tenant accounts.
- Ensuring accuracy and completeness of tenant chargeback invoices.
- Utility Tracking (JDE) and processing of tenant/non-tenant chargebacks as necessary.
- Routine management of the procurement process subsequent to initiation of purchase orders through to A/P posting. This encompasses the; coding of invoices, matching of invoices with purchase orders & review of open purchase orders, responding to supplier inquiries.
- Ensure repetitive billing accuracy through the monthly rent roll reconciliations and rent rolls.
- Reconciliation of G/L accounts in conjunction with property accountants.
- Setting up tenants leases in JDE management system and ensuring ongoing accuracy of billing information, lease logs and tenants information.
- Assist with the budgeting process.
- Other administrative tasks and special projects as assigned.

SKILLS

- **Strong people skills.** A team player with a proven ability to build relationships at all levels of an organization.
- **Strong communication skills.** Demonstrated in written and verbal reports, presentations, and meeting facilitation.
- **Responsiveness.** Ability to anticipate needs and commit to respond in agreed time frames.
- **Innovator.** Proven ability to identify, evaluate and develop new ideas and support with results.
- **Deliver on commitments.** Ability to set clear objectives and deliverable goals.

QUALIFICATIONS

- Minimum 3 years general administration experience in a property management environment preferred.
- Experience with a real estate management system (JDE experience is preferred).
 - Commercial property management experience an asset.
 - Proficient in Microsoft Word and Excel.
 - Knowledge of accounting and budgeting process.