

POSITION PROFILE

Position Title	Property Administrator (one year contract)
Team	Eastern Region Toronto Property Operations
Position Location	Adelaide Place, Toronto Downtown
Reports to	Senior Property Manager
Date	December 2013

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 a **Property Administrator** with a minimum of three (3) years experience:

- Process accounts payables; invoices, recurring payables, direct debits, voucher matching with the use of our procurement system
- Provide general Purchase Order and coding support, communication with Head Office Accounts Payable to coordinate processing of cheques of vendor invoices
- Assist with pick-up and drop-off of AP invoices and cheques
- Maintain the contract management file
- Maintain and track tenant Certificate of Insurance (COI)
- Assist with resolving issues related to invoicing with internal staff and vendors
- Develop Excel spreadsheets and assist staff with general ledger and AP transaction history
- Draft general correspondence or communications memos/letters/notices to suppliers, service providers, tenants
- Manage filing, faxing, photocopying and scanning of invoices into JD Edwards system and required backup
- Enter invoices for payment processing within 48 hours upon receipt
- Ensure proper approvals for expenditures are obtained
- Assistance in preparation/maintenance of Utility Tracking Schedules
- Administer tenant accounts and track all receivables to ensure tenants are not in arrears
- Prepare statements of accounts, late payment notices and default letters
- Ensure tenant compliance with obligations under the terms of the lease
- Respond to tenant concerns in a fast, efficient and timely manner
- Take responsibility for monthly rent collection and collection of arrears of rent
- Deposit of cheques within 24 hr. of receipt and application of cash receipts in a timely manner
- Timely follow-up of outstanding accounts receivables and default letters
- Invoice all tenant charge backs and follow up on payment to avoid arrears
- Calculation of percentage rents for retail tenants, invoicing and collecting payments as applicable
- Maintain tenant emergency contact forms, key logs and sign-out sheets and the master tenant listing
- Maintain system for tenant utility meter readings and invoicing
- Follow up with bailiff and/or collection agencies under the guidance of the Property Manager
- Maintain tenant information package by preparing and distributing updates as applicable
- Prepare and submit all move-in and move-out documentation as well as register of keys/or access passes
- Prepare the monthly rent roll reconciliation, A/R updates and open purchase order reports, including examining variances from previous period, for the Property Manager's approval
- Perform administrative duties to assist Property Manager, Assistant Property Manager and Operations Supervisor
- Assist Property Manager with various duties 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 previous Commercial Property Management experience
- Post-secondary education an asset
- Worked with a real estate management financial system, knowledge of JD Edwards Enterprise One software program
- Aptitude with numbers and proficient with Microsoft office especially Excel and Word
- A team player with strong organizational skills and the ability to meet tight deadlines
- A self-starter with the ability to work independently