

Property Administrator

Location: Laval QC

We are currently looking for an extremely bright and personable individual with prior commercial real-estate experience to join our Property Management team. The successful candidate will be responsible for providing direct support to the property management team by ensuring that key administrative aspects of the portfolio are maintained in a professional, current and proficient manner.

DUTIES AND RESPONSIBILITIES:

Purchase Order and Tenant Work Order Approvals

- Approve or obtain approval from the Property Manager or Maintenance Supervisor for Purchase Orders (P.O's) or Tenant Work Orders (T.W.O's)
- Issue P.O's or T.W.O's as instructed by the Property Manager or the Maintenance Supervisor
- Maintain tenant contact lists and emergency contacts for all buildings
- Receive invoices, match to P.O's or T.W.O's, code invoices ensuring accuracy and adherence to budget categories
- Obtain Property Manager's approval for each invoice and process for payment
- Return incorrect invoices to suppliers and/or contractors
- Provide accounting with information for charges pursuant to a T.W.O.

Account Receivable

- Administer tenant accounts receivable including the preparation and processing of daily deposits, and monitoring/collection of arrears.
- Responsible for follow up with tenants in making the first attempt to collect rental payments by 5th day of the month via e-mail or phone call and assist the Property Manager with information, statements, etc. to continue AR collection efforts (escalations).
- Issue default and/or demand notices to tenants for non-payment of rent.
- Prepare AR reports with narrative comments for monthly AR meeting.

Correspondence

- Prepare and send "Tenant Welcome Letter" including all pertinent documentation for all new tenancies.
- Work with Accounting to prepare correspondence package for year-end reconciliations and new rent schedules
- Liaise with tenants (e.g. via e-mail) to coordinate scheduled work-efforts or preventative maintenance visits or site inspections which may impact site operations.

Critical Date Tracking & Service Contracts

- Responsible for maintaining and monitoring list of Critical Dates for all assigned leases. Examples of critical dates include but are not limited to; Lease Expiry, Insurance Certificate Renewal, Renewal Options, Free Rent Periods etc.
- Liaise with Property Accountants and Legal to ensure the accuracy of information
- Track service contracts for all buildings (expiry dates, renewals)

Management Reports & Administrative Tasks

- Assist Property Manager in the production of the monthly and quarterly reporting by preparing the "base file".
- Assist Property Manager in the preparation of the annual Operating Budget.
- Perform a wide variety of clerical and administrative duties including word processing, filing, photocopying, faxing, scheduling appointments, etc.

KNOWLEDGE AND EXPERIENCE:

- College Diploma or Certificate in Business Administration.
- Minimum 3 years' relevant experience working with commercial leases and related documents.
- Accounts Payable and Accounts Receivable experience is required.
- Proficient in Excel, Word, Outlook and Yardi system would be an asset.
- Strong bilingual written and verbal communication skills, combined with an approachable manner.
- Thorough understanding of property management terminology, principles and procedures.

ABOUT ALCOVI CAPITAL

Having built a reputation as a Trusted Advisor to a discerning clientele of institutional and private owners and investors, Alcovi Capital delivers asset and property management services of the highest quality, while forging solid, long-term relationships founded on transparency, responsiveness and accountability.

We believe that the key to our success is attaining complete **AL**ignment with our clients on a **CO**mmon **VI**sion of strategic goals and objectives. This is the core of our business philosophy; in fact, it's in our name.