



Position Title:	Administrator, Property Management
Reports To:	Senior Manager, Property Management
Location:	Morgan Crossing Shopping Centre – Surrey, BC

About the Company:

Strathallen is a fully integrated Canadian real estate management company, with over \$1.2 billion in assets under management. Founded in 2003 by seasoned real estate executives, Strathallen provides asset management, property management and strategic advisory services to institutional and high net worth investors. The Company currently manages and operates four private closed-end funds, with the mandate to strategically acquire and dispose of quality retail investments and deliver industry leading risk- adjusted returns. Strathallen provides investors with confidence through co-investing and incentive fee arrangements. The Company is supported by; in-house asset management, property management, financial, leasing and development teams. Strathallen specializes in creating value in opportunistic property investments on behalf of institutional clients. Strathallen's culture supports a diverse team environment where our leaders are dynamic, and our employees work in a collaborative mindset; we respect the people we work with and for, and we encourage an entrepreneurial spirit. For more information on Strathallen, please visit www.strathallen.com.

About the Position:

We are looking for an energetic and enthusiastic candidate to join Strathallen as an **Administrator, Property Management** at Strathallen Property Management Inc. This position offers an excellent opportunity for an individual to grow and add value to a supportive, expanding company.

Main Responsibilities:

- Tenant liaison and front-line coordination of day-to-day tenant requests and follow up in a timely and professional manner.
- Maintain and update tenant information, including phone numbers, contact names and emergency contact information.
- General office management such as maintaining supplies, record keeping systems and related correspondence filing, banking and reception duties.
- Review and print related monthly accounts receivable reports and provide Property Manager with any changes to the report as requested.
- Complete the accounts receivable, expense variance and marketing sections including sales for the monthly property management report and complete the marketing.
- Collect and record insurance certificates, WorkSafeBC for tenants, contractors and vendors and update in tenant files and MRI.
- Contact tenants on a regular basis to ensure prompt collection of gross sales reports and ensure sales are recorded in MRI monthly.
- Record any cheques that are received in our office by scanning/sending to the AR department and placing a copy in the tenant file.
- Accounting system entries and procedures (tenant charge backs, adjustments, etc.). Complete new vendor set-up forms and provide all applicable back-up.
- Contact tenants on a regular basis to ensure prompt payments of rent and miscellaneous invoices.
- Prepare monthly AR report for reporting.
- Reconcile accounts, advise tenants of any outstanding amounts and facilitate collections.
- Provide late letters / default letters to tenants as required.
- Liaison with Property Manager on delinquent accounts.
- Review, prepare and code all invoices

- Submit invoices for approval in a timely fashion and ensure that the appropriate signatures are obtained and create PO's in a timely fashion.
- Provide information required for audits.
- Complete accruals monthly.
- Complete PAD adjustments twice per month.
- Source specialty leasing opportunities and facilitate executing lease agreements.
- Assist the Marketing Coordinator with various marketing projects, such as Easter and Christmas promotions, and weekly/monthly changes to the website and postings as needed.
- Responsible for the upkeep and naming of folders as tenant files as per naming guidelines.
- Assist Property Manager with other duties as required, such as year end and RAN packages.

Qualifications

- Minimum 2-4 years of administrative experience.
- Previous commercial real estate background is preferred.
- Intermediate to advance skills in MS Word, Excel and Outlook are required.
- Experience with MRI and/or Avid is an asset.
- Team player who is flexible and adaptable to a constantly changing, fast paced environment.
- Ability to take initiative and work independently with excellent time management skills and the ability to handle multiple priorities.

Please email resumes with cover letter to careers@strathallen.com referring Job: Administrator, Property Management in the subject line.

Strathallen is a strong advocate for diversity, equity, inclusion and an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race, colour, religion, sex, abilities, age, sexual orientation, gender identity, national origin, veteran status, or genetic information. Strathallen is committed to providing access, equal opportunity and reasonable accommodation for individuals with disabilities in employment.

To request reasonable accommodation during the recruitment process or need any assistance with the application process, please contact Nicole Manuel at 416-479-3183 or nmanuel@strathallen.com.