

**Matrix Search Group** is a dynamic Real Estate Talent Expert with over sixteen successful years. We have refined our people centric approach which ensures that we evaluate the unique nature of the individual and the key dynamics of each client. We implement a highly systematic approach. We begin by tapping into our broad base of knowledge cultivated from our vast experience, connecting people to ideas and ideas to people. From this platform of intelligence, we connect clients to candidates and candidates to clients, ultimately enabling us to create sustainable relationships. In addition, we are steered to preserving a boutique environment and the leadership mindset. We deliver a personal touch with a commitment to integrity, diversity and relationships.

Matrix Search remains true to our industry areas of expertise which include construction, leasing, real estate investments, operations, accounting, legal, asset and property management sectors.

We are seeking a **Property Administrator** to join our Client's team. In this role you will be reporting directly to the Director, Property Management. Our Client is one of Canada's top Real Estate and Property Management Firms. Competitive benefits, flexible hours and recognition of the importance of career development are offered. This is a junior to intermediate level position, and is a great opportunity for growth, autonomy and career progression. Salary range for this position is \$40,000-\$50,000 based on level of industry exposure. Our Client is an advocate for diversity and recognizes the value of leadership.

## **RESPONSIBILITIES**

- Respond to all verbal and written commercial tenancy inquiries
- Assist with the update and keep accurate and current records on leasing activities and vacancy information
- Assist with the update and computer input of all commercial tenancy information into system
- Arrange for pick-ups and deliveries of rent cheques and various materials to and from properties under management
- Update and keep accurate all commercial tenancy information relating to address, phone numbers and tenant contact information into the Property Management/Accounting Computer System
- Ensure all tenancy files are complete and accurate and have valid and executed leases
- Assist with and ensure completion of all filing and assist in handling emergency situations
- Perform all duties in compliance with Company's Standard Operating procedures

## **QUALIFICATIONS**

- A minimum of two to five years of job related experience, within commercial real estate
- Strong knowledge of property management principles and concepts as they apply to the Real Estate Industry and ability to read and understand a lease in detail
- Strong analytical skills with a high attention to detail and the ability to meet strict deadlines
- Superior communication skills with a strong team orientation
- Takes initiative and is confident in the decision making process
- University or College graduate, RPA designation an asset
- Valid driver's license and access to a vehicle
- Knowledge of Yardi, JDE or MRI software is an asset
- Proficient in using Microsoft Office (Excel and Word)
- Bright and analytical, able to solve problems and make decisions using logical processes
- An REIC designation or working toward an REIC designation is an asset

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- LinkedIn: [www.linkedin.com/company/matrix-search-group](http://www.linkedin.com/company/matrix-search-group)

**If you are interested in this position and would like to join a successful and dynamic organization, please forward your resume in Word format to:**

**[resumes@matrixsearch.ca](mailto:resumes@matrixsearch.ca) or please call 416.703.3400**

***We thank all the candidates for their interest, but only those under consideration will be contacted.***

***Matrix Search Group is a strong advocate for diversity and is an equal opportunity employer.***