

Property Administrator | Calgary

At Aspen, our Vision is to remain a highly respected boutique real estate company and employer of choice. We will continue to earn exceptional returns by adding value through ownership, management and development opportunities.

Through our Purpose, Aspen Properties is passionate about creating value for our team and community. We pride ourselves on our Core Values; Respect, Leadership, Integrity, Service Excellence and Teamwork. Through the Core Values, our employees are committed to a culture of honesty, open communication and accountability with high standards of professional and ethical conduct.

We offer a dynamic opportunity with an excellent compensation and benefits program. Aspen is a fun and professional environment that promotes and rewards learning, development, and success. Aspen is an equal opportunity employer that values hiring and retaining a diverse workforce.

We are pleased to announce we have an immediate opening for a team and service-oriented individual to fill a Property Administrator office-based role in Calgary.

This is a fantastic opportunity and if you, or someone you know, are a match for the qualifications below, please submit resumes to Human Resources at hr@aspenproperties.ca.

You'll find a full listing and description for this and other Aspen positions currently available at www.aspenproperties.ca.

Thank you for your interest in the Aspen team!

Position Summary |

The Property Administrator is responsible for providing property administration support to the Calgary Portfolio.

Regular work hours are Monday to Friday 8:00am to 4:30pm. The Property Administrator will report directly to the Senior Property Manager.

Key Responsibilities |

- Prepare and distribute daily correspondence for the property management team
- Prepare and distribute quarterly management and expense reports for the property management group
- Coordinate, issue purchase orders and budget future years for projects assigned
- Assist the property management team with the coordination, draft, and final budgets for the portfolio; distribute as required
- Generate and deliver tenant letters and invoices for any changes to rent or operating costs
- Collect and review all insurance certificates for tenants and contractors
- Monthly follow up on all accounts receivable and collections
- Complete monthly expense reports for the property management team credit card
- Reconcile and send out quarterly billings to tenants for utility usage
- Track and calculate percentage rent and HVAC after-hours chargebacks; send chargebacks to tenants
- Update and maintain tenant contact list in spreadsheet and in Aspen App
- Keep Tenant Handbook, Contractor Manual and all information in website documents up to date
- Administer the WPS Building Fire & Life safety program
- Update and maintain current contract spreadsheet
- Support the Assistant Property Manager with parking assignments and parking roster updates
- Draft and issue all notices to tenants regarding building operations



- Assist the accounting team with invoicing, percentage rent, chargebacks, and collection of information as required
- Prepare and order groceries for the operations team as required
- Prepare vacancy space checklists for operations
- Issue security clearances, elevator bookings and fire impairments on a daily basis and coordinate access card requests for tenants
- In conjunction with the Property Administrators from other portfolios, generate and distribute stacking plans on a monthly basis
- Coordinate building after hours security and access
- Maintain elevator booking schedule
- Maintain and track property chattels
- Maintain electronic and hard copy files
- Work with security to perform regular access card audits for all tenant access cards
- Administer tenant registrations for the Aspen Club and Dog Policy, keeping all spreadsheets up to date
- Organize and coordinate tenant appreciation events
- Monitor and respond to the Chat Function on the Aspen App in timely manner
- Monitor and update the Aspen App as needed
- Assist with the arrangement and coordination of special projects as required
- Administrate all amenity bookings, provide onsite amenity support to tenants and property management as required and coordinate all external amenity requests.
- Other duties as assigned

Qualifications |

- 2 + years of solid administrative experience
- Commercial office real estate work experience strongly preferred
- Strong proficiency in Microsoft Word and Excel
- Completion of a post-secondary program is a requirement
- Demonstrated organizational skills, ability to meet deadlines, and strong attention to detail in high volume environments
- Strong team player with superior customer service skills
- Ability to work in a fast-paced and team-oriented environment
- Ability to communicate effectively and professionally, verbally and in writing
- Successful City of Calgary Police Information/Criminal Record Check and Educational Check

While we appreciate all interest, only those candidates selected for an interview will be contacted.

