

Welcome to Canderel

Job Title:

Property Administrator

Location:

Calgary, Alberta

Reports to:

Property Manager

Summary:

Canderel is seeking an experienced Property Administrator. The Property Administrator is a key member of the Property Management team, and is responsible to provide reliable, timely, and efficient rental collections, maintenance of leases and tenant files and accounts payable.

Responsibilities

- Deliver excellent service to customers through integrity, respect and being results-oriented;
- Provide Tenants with rental notices and invoices on a timely basis (including step rents, free rents, etc.);
- Review lease summaries and rent roll for accuracy;
- Liaise with Lease Administrator to ensure charges for fixturing period are billed accordingly (utilities and cleaning);
- Responsible for collection of rent and additional billings;
- Determine which receivable accounts require reconciliation to collect arrears;
- Review and provide list for CPI increase to be entered in YARDI;
- Obtain monthly and annual gross sales from tenants, update reports and arrange billing for % rent;
- Review of monthly YARDI control reports to identify problems and take corrective action. (Tenant Rent Rolls, Billing Generation, EFT, Aged Delinquency);
- Review A/R and call tenants for outstanding arrears, prepare accounts receivable commentary for internal review and monthly report;
- Coordination of year-end recoveries and tax escalations with direction from GM and Accountant;
- Provide Accountant or GM relevant lease sections related to Tenant rents, leasing costs;

- Coding and processing of all supplier invoices;
- Deposit rent cheques and post deposits in YARDI;
- Complete utility spreadsheets for billings and accruals;
- Prepare monthly accruals;
- Assist with preparation of monthly reports (variance analysis, A/R comments and other miscellaneous documents);
- Assist with budget preparation as requested;
- Prepare letters and general correspondence;
- Track supplier invoices to match with tenant billings for additional services;
- Responsible for front of house reception for the site office;

Qualifications & Competencies

- Experience in Property Administrative role preferred;
- Excellent knowledge of Microsoft Office;
- Working knowledge of YARDI accounting systems is an advantage;
- Customer oriented/customer focused;
- Excellent written and verbal communication skills;
- Supports teamwork environment with positive and professional attitude;
- Goes the “extra mile” to understand and respond to customer needs;
- Flexibility to changing work conditions including interruptions and multi-tasking ability;
- Ability to work independently and under pressure, deal with deadlines.
- This role is a critical collaborator and requires full-time office presence.

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