



Property Administrator (21 Month Contract) Calgary, AB

We are always looking for the best and brightest to join our thriving community. Dream's Industrial Operations team is currently looking for a Property Administrator to support our team.

This role will require a strong administrator experienced in anticipating the needs of tenants, building relationships and with a keen attention to detail.

Who are you?

We like that you are a team player who is eager to learn and take on challenging responsibilities. You care about your work and delivering high quality results. You're known for maintaining a positive, calm attitude even during crunch time. You like to move as fast as we do and have fun in the process. You don't hesitate to go above and beyond to help the team and your colleagues enjoy working with you.

What will you do as a Property Administrator?

Below are some of the primary responsibilities you will be taking on in this role:

- Establish and maintain a professional working relationship with tenants and address their concerns in a timely and efficient manner
- Responsible for monthly rent collection and collection of arrears; increase and track EFT participation
- Processing tenant charge-backs invoices; tenant refunds and tenant allowances
- Prepare and present weekly and monthly A/R reports and prepare late payment notices and tenant statement of accounts
- Prepare tenant welcome packages
- Assist with opening and closing of utility accounts
- Set up and maintenance of tenant accounts and contracts within Dream portals and files
- Prepare monthly rent roll reconciliation; rental advice notices; tenant letter/memos and assist the accounting team with the preparation of annual year end packages
- A/P: handle creation, application, and process purchase orders; reconcile open PO report; review and processing of invoices
- Administer and update the tenant contact list and property file
- Receive and prepare mail and courier packages; prepare boardrooms for meeting; greet visitors and monitor reception phone line
- Responsible for the collection of maintenance of tenant/contractor insurance certificates and
- Participate in a least one annual selected community involvement initiatives with your team and tenant events

What type of experience is required?

These are some of the things we would like you to bring to the table:

- At least 2 years of experience with a real estate management financial system
- Intermediate to advanced proficiency with Microsoft Office, especially Excel and Word;
- Strong interpersonal skills, and communication with customers/tenants, both verbally and in writing; and
- Highly skilled at multi-tasking and identifying priorities.

Bonus if you have experience in the following areas:

- Working Knowledge of MRI and Nexus with a basic understanding of accounting and lease/CAM interpretation;
- Real estate industry experience;
- Post-secondary education in Accounting or Property & Building Administration

[*Click Here to apply directly*](#)

Who are we?

Dream is a leading developer of exceptional office and residential assets in Toronto, owns stabilized income generating assets in both Canada and the U.S., and has an established and successful asset management business, inclusive of \$13 billion of assets under management across three Toronto Stock Exchange ("TSX") listed trusts and numerous partnerships. We also develop land and residential assets in Western Canada.

Our attitude and approach sets us apart from our competitors. We are guided by our entrepreneurial spirit: we seize unconventional opportunities and try new things, approaching every project with passion and purpose. We hire constant learners, so we make sure to provide them with engaging work and to encourage them to share their ideas that will help us shape the company.

Dream is a place for you to develop and thrive. Our positive culture challenges you to push your boundaries and grow your career. We continue to find new ways to support and develop our employees and we are proud to be recognized for our efforts. Here are a few of our recent awards and accomplishments:



Selected as an honoree in 2020 and 2021 of the Globe and Mail's Report on Business Women Lead Here program that benchmarks executive gender parity.



Honoured as one of Canada's Best Employers for Recent Graduates in 2021.



Dream is a CPA Ontario Training Employer that allow students in the CPA program to satisfy all of their CPA Practical Experience Requirements while working here.



We have been certified as a Great Place to Work®. This certification is based on direct feedback from employees, provided as part of an extensive and anonymous survey in 2021 about their workplace experience.