

## Job Summary

We are seeking a highly organized and detail-oriented Receptionist/Property Administrator to join our team. This role involves managing property-related documentation, providing exceptional customer service, and supporting daily administrative operations. The ideal candidate will possess strong clerical skills, proficiency in various software platforms, and experience in office administration within a property or real estate environment. This position offers an opportunity to contribute to efficient property management processes while working in a dynamic and professional setting.

## Responsibilities and Duties

### 1. LEASE ADMINISTRATION

- Track leasing status.
- Prepare lease extract/summaries.
- Maintain portfolio-wide rent roll and tenant contacts.
- Liaise with tenants from lease inception throughout the lease term.
- Send rental charge sheets and other invoicing to tenants.

### 2. PROPERTY ADMINISTRATION

- Work with the property managers, in coordinating all activities associated with a property including, maintenance, administration and owner/tenant communications.
- Provide administrative and vendor support as well as owner chargeback support to the PMs.
- Complete monthly expense credit card reconciliation.
- Coordinate recurring maintenance requests such as fire alarm testing, backflow testing, parking lot sweeping, line painting, irrigation startups and blowouts, window cleaning, etc.
- Maintain accurate records, files, and documentation for each corporation.
- Issue work orders and follow up to ensure timely completion.
- Prepare and distribute communications to owners.

### 3. RECORDS MANAGEMENT

- Maintain building information.
- Annual update of City of Calgary ARFI tax information.

- Keep vendor information up to date.
- Maintain tenant and contractor insurance information.
- Prepare and administer service contracts.

#### 4. CORPORATE RECEPTION

- Greet visitors and maintain a welcoming atmosphere in the office.
- Mail and courier services including routing all mail, signing for deliveries and sending couriers in a timely fashion.
- Phone duties including receiving, directing, screening, and relaying telephone messages and providing organizational information.

#### 4. GENERAL ADMINISTRATION

- Liaise with external service providers for IT Support Services and Phone and Internet Systems handling office requests.
- Manage filing (hard-copy and electronic) including maintaining filing systems and archives, including maintaining master file lists.
- Develop and maintain an inventory listing of all office supplies; ensure adequate supplies are always on-hand.
- Maintain general tidiness and operational efficiency of the copy rooms, kitchens, and board rooms.
- Maintain corporate minute books including distributing and filing annual resolutions.

#### 5. EVENT CO-ORDINATION AND OTHER SUPPORT ENDEAVOURS

- Organize and plan annual holiday party, summer team-building event, and other smaller social events.
- Plan small social events to maintain office morale.
- Initiate invoice payment by scanning invoices into AP software.
- Assist with petty cash reconciliation and expense report verifications.

#### Qualifications and Skills

The ideal candidate will possess the following:

- Some Post-secondary education considered an asset.

- A minimum of 1 year of experience as an Property Administrator and 2 years of experience in a professional setting.
- Proficient computer skills including Microsoft Office, Excel and Outlook and Adobe & YARDI
- Self-directed and able to work with minimal supervision, as well as in a team environment.
- Superb time management and strong organization skills.
- Excellent written and verbal communication skills.
- Experience in the Commercial Real Estate Industry preferred.

This role is essential for ensuring smooth property operations through effective administrative support. We welcome candidates who are proactive, dependable, and eager to contribute to our team's success.

Benefits:

- Dental care
- On-site parking
- RRSP match

Work Location: In person

**To apply, email your resume to Carla Barney at [cbarney@atlasdevco.com](mailto:cbarney@atlasdevco.com).**