



<b>Position Title:</b>	Senior Administrator, Property Management
<b>Reports To:</b>	Senior Manager, Property Management

### About the Company:

Strathallen is a fully integrated Canadian real estate management company, with over \$1.2 billion in assets under management. Founded in 2003 by seasoned real estate executives, Strathallen provides asset management, property management and strategic advisory services to institutional and high net worth investors. The Company currently manages and operates four private closed-end funds, with the mandate to strategically acquire and dispose of quality retail investments and deliver industry leading risk-adjusted returns. Strathallen provides investors with confidence through co-investing and incentive fee arrangements. The Company is supported by; in-house asset management, property management, financial, leasing and development teams. Strathallen specializes in creating value in opportunistic property investments on behalf of institutional clients. Strathallen's culture supports a diverse team environment where our leaders are dynamic, and our employees work in a collaborative mindset; we respect the people we work with and for, and we encourage an entrepreneurial spirit. For more information on Strathallen, please visit [www.strathallen.com](http://www.strathallen.com).

### About the Position:

We are looking for an energetic and enthusiastic candidate to join Strathallen as a **Senior Administrator, Property Management** at Strathallen Property Management Inc. for this **18-month contract position**.

### Main Responsibilities:

- Tenant liaison and front-line coordination of day-to-day tenant requests and follow up in a timely and professional manner.
- Respond to emails within 24-48 hours as outlined in our process.
- Maintain and update tenant information, including phone numbers, contact names and emergency contact information.
- Send out Welcome and exit packages – including tenant contact forms, welcome letter, flowers on opening date, EFT/PAD forms, insurance information, transfer of utilities when applicable. On tenant departure ensure utilities are contacted and final reads are requested.
- Review and print related monthly accounts receivable reports and provide Property Manager with any changes to the report as requested. Liaison with Property Manager on delinquent accounts and ensure MRI is updated with notes and status updates.
- Complete the accounts receivable, expense variance and marketing sections including sales for the monthly property management and Asset Management reports and work with the marketing team to coordinate promotion of the event(s).
- Collect and record insurance certificates and WSIB for tenants, contractors and vendors and update in tenant files and MRI.
- Contact tenants on a regular basis to ensure prompt collection of gross sales reports and ensure sales are recorded in MRI monthly.
- General office management such as maintaining supplies, record keeping systems and related correspondence filing, and reception duties.
- Complete new vendor set-up forms create and input TAR's (Tenant Adjustment Request) and cheque requisitions into accounting system, and provide all applicable back-up.
- Contact tenants on a regular basis to ensure prompt payments of rent and miscellaneous invoices and facilitate collections.
- Provide late letters / default letters to tenants as required.
- Review, prepare and ensure proper coding on all invoices; create PO's when required.

- Submit invoices for approval in a timely fashion and ensure that the appropriate signatures are obtained. And maintain contract and utility invoice tracker.
- Work with Operations Manager to ensure the main Contractor Tracker is updated with accurate information – ie changes in the contractor, start and end date of contracts.
- Provide information required for internal audits.
- Complete monthly accruals.
- Complete PAD adjustments twice per month ensuring any adjustments are captured.
- On a quarterly basis ensure Energy Star data is inputted and updated.
- Source specialty leasing opportunities and facilitate executing the Temporary Lease Agreements (TLA) and/or a TLA request document.
- Work with Leasing to ensure documentation has been obtained relating to Assignments of leasing. Package documentation to be sent to the legal team.
- Assist PM with the collection of documentation required for Tenant Allowance reimbursement to tenants.
- Responsible for the upkeep and naming of folders as tenant files as per naming guidelines.
- Assist Property Manager with other duties as required, such as year end and Rental Advise Notice (RAN) packages.
- When needed assist with the creation and collection of Estoppel Certificates. Track and ensure documents are returned within a specified time.
- Assist with any projects that may arise – property management/leasing.

### Qualifications

- Minimum 3-5 years of administrative experience.
- Previous commercial real estate background is preferred.
- Intermediate to advance skills in MS Word, Excel and Outlook are required.
- Experience with MRI and/or Avid is an asset.
- Team player who is flexible and adaptable to a constantly changing, fast paced environment.
- Ability to take initiative and work independently with excellent time management skills and the ability to handle multiple priorities.
- Ability to work remotely, preferably in Durham Region

Please email resumes with cover letter to [careers@strathallen.com](mailto:careers@strathallen.com) referring Job: Senior Administrator, Property Management in the subject line.

Strathallen is a strong advocate for diversity, equity, inclusion, and an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race, colour, religion, sex, abilities, age, sexual orientation, gender identity, national origin, veteran status, or genetic information. Strathallen is committed to providing access, equal opportunity, and reasonable accommodation for individuals with disabilities in employment.

To request reasonable accommodation during the recruitment process or need any assistance with the application process, please contact Sue Young at 416-238-7168 or [syoung@strathallen.com](mailto:syoung@strathallen.com).