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Property Administrator

Posted by: Anita Cocetta

Posting date: 22-Jun-2024 **Closing date:** 19-Dec-2024

Education: Secondary (high) school graduation certificate

Language: English

Job location: Other

Salary: \$36.54 Per Hour

Years of Experience: 1 year

Vacancy: 1

Job Type: Full Time

Job id: YJ5692743

Job description:

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| Job Title: | Property Administrator |
| Employer: | GPM Property Management Inc. / General Property Management |
| Location: | 242 Applewood Crescent suite 5 Concord, Ontario, L4K 4E5 |
| Salary: | 36.54 hourly / 40 hours per Week |
| Job Type: | Permanent, Full Time |
| Start Date: | As soon as possible |
| Language: | English |
| Minimum Education: | Secondary (high) school graduation certificate |
| Position Available: | 1 |
| NOC Group: | 13101— Property Administrator |

Job Details:

As a Property Administrator, you will ensure real estate properties are well-maintained and compliant with regulations. Your duties will include coordinating repairs, managing leases, handling tenant inquiries, and overseeing budgets. You will ensure timely rent collection and maintain accurate records. With strong organizational skills and effective communication, you will ensure smooth operations and tenant satisfaction.

Responsibilities:

- Negotiating or approving rental or lease of properties on behalf of property owners
 - Ensuring terms of lease agreements are met
 - Hiring and supervising support staff performing operational, clerical, or maintenance duties
 - Preparing and administering contracts for property services, such as maintenance
 - Coordinating implementation of repairs, maintenance, and renovation
 - Monitoring progress and cost of work for property owners
 - Compiling and maintaining records on operating expenses and income
 - Preparing expense and income reports
 - Ensuring response to trouble calls from clients or tenants
- Preparation of Annual Operating and Reserve Budgets based on data provided by the Condominium Manager.
 - Preparation and Maintenance of Client Contract Listing based on information available and provided by the Condominium Manager.
 - Termination of Existing Clients and Preparation of Related Documents for transfer to Incoming New Property Management.
 - Arrange for banking documentation changes as required
 - Preparation and Maintenance of Client Contract Listing based on information available and provided by the Condominium Manager

Requirements:

- Secondary (high) school graduation certificate
- 1 year to less than 2 years

To apply, please submit your resume gpmjobs@gpmmanagement.com We thank all applicants for their interest in this position, however, only those selected for an interview will be contacted.