

JOB OPPORTUNITY

2011 - 14

Title: Administrative Assistant
Location: Marlborough Mall, Calgary AB
Reports to: Property Manager

Position Summary

Working in a fast paced team environment; assisting with the day to day administration and operations of a community shopping centre and an adjacent six storey office building. Your administrative duties include general office administration, client and tenant relations, preparation and distribution of tenant correspondence and legal documentation.

Responsibilities

Documentation;
Administer tenant leases as required, including:
Default notices
Termination Notices
Move in and move out procedures
Research lease information (i.e. naming clauses, amortized T.I.)
Document tracking and follow up
Assist Property Manager in the administration and tracking of tenant allowances and landlord work
Reviewing tenants' insurance certificates to ensure they meet lease obligations. Sending letters to tenants, as required, requesting updated insurance certificates
Maintaining head office and tenant contact information
Maintain and use Angus Work Order software system
Prepare and distribute operations contracts
Issue bids
Request WCB and Insurance certificates for all sub contractors, maintain files
Prepare environmental reports for Operations Manager
Maintain tenant filing system, including lease files
Update and maintain Tenant Contract information in Excel and Word
Review and update retail and office floor plans; working with the Tenant Coordinator on a monthly basis to ensure accuracy
Copy and distribute security reports
General correspondence to tenants
Coordinate with other departments and outside clients to provide or request information as required
Assist with the budget process, including data entry and distribution of budgets
Assist with the quarterly re-forecasting of the budget
Assist in preparation and distribution of rental notices and year end reconciliation.
Preparation of reports (i.e. minutes of meetings)
Assist with administration of other properties as required
Reception relief as required
Other related duties as required

Skills & Experience Required

The Successful Candidate will possess:
Grade 12 diploma
Proficiency with Microsoft Office (Word, Excel, PowerPoint & Adobe)
2 Years' related work experience, preferably in commercial property management
Basic bookkeeping and record keeping skills
Experience with legal documentation is a definite asset
Well developed time management and organization skills
Excellent communication and interpersonal skills
Be self-motivated, diplomatic and able to prioritize multiple projects
Customer service oriented
Must provide clear criminal clearance certificate

This position offers a competitive wage and benefits package, free parking and is close to the LRT and bus loop. If you are interested in applying, please forward your resume to:

Bryan Dunn
Centre Manager, Marlborough Mall
1464, 515 Marlborough Way NE
Calgary, AB, T2A 7E7
Fax: (403) 207-5688

HYPERLINK "http://www.marlbroughmall.com" www.marlbroughmall.com