



**JOB OPPORTUNITY**  
**2017 - 15**  
**(Temporary – 1 Year Contract – Commencing June)**

**Position:** Property Administrative Assistant  
**Location:** Billings Bridge Shopping Centre, Ottawa ON  
**Reporting To:** General Manager

**Position Summary**

Billings Bridge Shopping Centre requires an energetic, friendly administrative professional to cover a one year maternity leave absence. The ideal candidate has excellent interpersonal skills and an out-going personality with a positive attitude towards work and life. The nature of the work requires someone who functions well in a fast paced team environment with ever changing priorities. The successful candidate needs to be resourceful and able to work independently to meet deadlines. This position provides administrative support for the management team along with basic reception duties. This position calls for someone with superior organizational skills and a sound working knowledge and competency of Microsoft Office.

**Key Tasks & Responsibilities**

- Provide administrative support, as required by the Property Management Team including document processing, records management, photocopying, and handling of confidential material.
- Perform reception duties including answering the telephone directing incoming calls, serving customers who enter the administrative office, date stamp and distribute incoming mail, prioritize and direct correspondence to ensure timely customer service and responsiveness;
- Preparation of documents such as tenders, tenant memos, general correspondence and legal correspondence such as notices, defaults etc.;
- Prepare and complete bank deposits as required;
- Maintain master contractor and staff emergency contact lists;
- Collect and enter utility data in web based platforms;
- Collect and enter data for all utilities and environmental services in Owner web based platforms.
- Document tracking and follow up;
- Prepare and distribute accounts payable payments;
- Manage incoming and outgoing courier services;
- Manage office supplies inventory and ordering;
- Collect and enter tenant sales monthly;
- Organize office staff events, team meetings and site visits from owners, head office officials, etc.
- Ensure the appearance and organization of the reception work area and general office are maintained representing a high professional standard;
- Manage service calls for office equipment (photo copiers, telephones, cell phones and postage machine);
- Maintain central filing system with special attention to tenant lease files and legal documents;
- Maintain central electronic filing system to ensure correspondence, contracts, leases, letters of offer, requests for service, contractor and vendor correspondence are properly filed;
- Collect, verify, maintain and track annual tenant and contractor insurance certificates;
- Administer Boardroom bookings for managers and supervisors;
- Update Tenant contact sheets and centrally stored contact information (ongoing).
- Assist & support other administrative personnel utilizing a team approach to ensure goals are met.
- Other duties as assigned.

## **Skills & Experience Required**

- Minimum High School Diploma with Post-Secondary Education in Office Administration or Business Education preferred;
- Proficiency with Microsoft Office (Word, Excel, Power Point, Outlook) Adobe, and Quickbooks;
- 3-5 years related experience (preferably in a shopping centre environment);
- Excellent communication and interpersonal skills;
- Basic bookkeeping and recordkeeping skills
- Basic understanding of financial reporting
- Advanced time management and organizational skills. Able to work independently and prioritize time sensitive tasks;
- Self-motivated, diplomatic, innovative, detail orientated and able to accept challenges;
- Proven ability to work in a team environment; at ease with all levels of management (internal and external);
- Experience in property management and/or commercial real estate an asset;
- Experience and knowledge of retail business is an asset;
- Must be able to provide clear criminal clearance certificate

If you or anyone you know of is interested in applying for this position, please forward your resume no later than April 27, 2017 to:

**Dora C. DiFrancescomarino, General Manager**  
**Billings Bridge Shopping Centre**  
**2277 Riverside Drive, Suite 208,**  
**Ottawa, Ontario K1H 7X6**

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