



Ad Posted Date: June 18, 2019

Date Needed: July 19<sup>th</sup>, 2019

Posting Expires: July 5<sup>th</sup>, 2019

## Administrator Assistant Job Summary – Full Time Position In Winnipeg, MB

Are you a self-starter who enjoys working with people, managing day-to-day operations, collaborating with a team of professionals and earning the trust of your colleagues? If this sounds like you, then you might be an excellent match for our administrator assistant position! The right candidate will be working from home or mobile office depending on projects' requirements.

### Job Responsibilities

- Respond to telephone, email, walk-in and website contact form inquiries from existing or new clients and tenants, vendors and other constituents
- Complete final inspection with tenants when needed
- Coordinate deliveries and other services for apartment or office units
- Create and process new leases as well as lease renewals
- Handle minor financial transactions for the office, such as collecting rental payments and deposits, issuing receipts, creating reports, financial summaries, and purchasing needed supplies
- Maintain resident and other office files
- Collaborate with on-site maintenance team and external contractors to ensure that the property and individual units are repaired and maintained to meet company standards and local laws
- Collect, process and distribute incoming mail as well as compose and send correspondence for other office staff
- Handle resident complaints, maintenance requests and other concerns according to property-specific and company procedures
- Assist management and other staff to send and obtain leasing agreements and other requirements
- Follow up with tenants, home owners, vendors, and contractors to ensure deadlines are met.
- Maintain accurate financial records and run reports prior to monthly budget meetings and upon request
- Coordinate meetings and take meeting minutes when required.

### Job Skills & Qualifications

- Two years of prior experience in a rental office or property management environment or admin position.
- Must have excellent computer skills for creating excel spreadsheets, reports, tracking sheets, and posting ads on websites.
- Strong time management and organizational skills
- Availability to work different hours with prior notice (hours can be flexible and depends on type of work required)

Please submit your resume to [contact@froudepropertymanagement.ca](mailto:contact@froudepropertymanagement.ca)