

Property Administrator

Reporting: Senior Property Manager.

Location: Waterloo, ON

Responsibilities

- Property management office administration
- Rent collection
- Purchase order and work order processing,
- Lease administration, tenant liaison, maintenance management;

Qualifications

- At least two (2) years experience in residential property management
- Knowledge of RTA
- Excel at planning and organizing. Ability to meet deadlines proficiently.
- Experience with leading others, ability to motivate and manage a team.
- Strong analytical and problem solving skills.
- Superior oral and written communication skills.
- Strong computer skills – MS Word, Excel, Access, and Outlook.
- Strong administrative experience in Residential Property Management.

If you have the necessary qualifications and experience, and are looking for a challenging opportunity, please send your resume in Word format to hr@dmsproperty.com with the position you are applying for in the subject line.

Thank you in advance for your interest. We regret that we can only respond to candidates chosen for interview. Candidates must be authorized to work in Canada.