

Property Administrator

Reports to: Senior Project Manager and Senior Operations Manager.

Location: Locust Hill, ON

Responsibilities

- Provide administrative support in the following areas:
 - Contract and document preparation-CCDC, alternative contracts, award letters, tender documents.
 - Data management- updating spreadsheets, filing relevant materials, bid openings, maintenance of project binders.
 - Contractor correspondence and communications- arranging appointments, contract signings, follow ups.
 - Process and keep track of all security clearances forms from vendors and update them on changes to procedures
 - Maintain communication with third party security sponsors spreadsheet data related to security clearances
- Invoice entry, matching, reconciliation and reporting.
- Purchase order processing and contractor management.
- Client management and reporting.

Qualifications

- Two to Four years of combine experience in Administration, Construction, and Property management is an asset;
- Knowledge of RTA, SHRA or similar certification. Familiar with various Acts & Codes, including Fire Code, Building Code, and LTB proceedings;
- Solid planning and organizational skills, with high level of accuracy and detail orientation;
- Strong team player, self motivated, proactive thinker, enthusiastic, flexible and adaptable;
- Understands project goals, deadlines, and deliverables;
- Superior communication skills (verbal and written);
- Proficiency in Microsoft Office Applications (Word, Excel, Access, and Outlook);
- Reliable Vehicle required and willingness to travel to various sites within portfolio may be required.

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.