

<b>POSITION:</b>	<b>PROPERTY ADMINISTRATOR</b>
<b>LOCATION:</b>	<b>Calgary, AB</b>

**ABOUT TRIOVEST**

Triovest is a fully integrated commercial real estate advisory and capital firm with over \$8 billion of assets under management and over \$4 Billion under development. Triovest is one of the largest real estate advisors in the country. Triovest’s capital group is the private equity division of Triovest focused on investing in institutional quality commercial real estate in major markets throughout North America. As an employer of choice, we believe that the quality of our people connects directly with the quality of our work, and we place a high value on attracting and retaining exceptional individuals. We foster a values, based culture and dynamic work environment with opportunities for growth and advancement.

We welcome applications from individuals who share our core values of **Teamwork, Results, Integrity** and **Own It (TRIO)**. Who welcome the opportunity to operate in an environment of transparency and professionalism, learn from their experiences and search for continuous improvement, create value for clients, tenants, colleagues and shareholder, and work together to deliver service excellence

**Our Mission**

We create sustainable places that enhance communities and enrich relationships.

**Our Vision**

Triovest will be recognized as the entrepreneurial leader in institutional real estate driving superior returns by combining local intelligence with deep expertise.

**POSITION OVERVIEW**

Reporting to the Property Manager, the successful candidate will fill full-time position of Property Administrator in Calgary. This position is responsible for property management support and administrative functions related to a mixed-use portfolio including downtown office and retail.

**KEY RESPONSIBILTIES:**

- Working closely with the Property Manager and Tenant Service Coordinator to develop strong tenant relationships and supporting property management and building operating requirements.
- Developing and maintaining relationships with tenants, contractors and strata management companies.
- Assisting the onsite maintenance team and liaising with tenants and service providers.
- Aiding with preparation of budgets and quarterly reports.
- Processing invoices for payment including tenant charge backs.



- Assisting in collections of tenant arrears and maintaining minimal accounts receivables.
- Preparing monthly accrual listings.
- Managing purchase orders.
- Coordinating tenant move-in and move-out transitions.
- The collection and maintenance of various records including Insurance Certificates and contact information.
- Drafting communication to tenants.
- Tracking utilities on monthly basis.
- Providing administrative support including filing, scheduling appointments/ meetings etc.
- Covering reception.

**QUALIFICATIONS:**

- A College diploma in a related field.
- Two (2) years of experience in property management and/or real estate property accounting.
- Proficiency in Microsoft Office and other property management applications.
- Proven organizational and multi-tasking skills with an ability to meet deadlines.
- Strong communication skills both written and oral.
- The ability to work both independently and as part of a team.
- A cheerful, professional and polite disposition.
- An eagerness to share ideas and find opportunities to improve our property management services.
- A dedication to providing exceptional service, every day.
- Ability to adapt to change in a positive way and deliver successful results within a given time frame.
- Must possess a team-oriented approach to meeting goals and objectives.
- A willingness to admit mistakes and easily digest constructive feedback, using it as a learning opportunity.
- The ability to perform with exceptional integrity, always striving to do the right thing and help to create an environment built on trust, honesty and respect.

If you are an experienced professional looking to share in the success of an industry leader, please send your resume to [employment@triovest.com](mailto:employment@triovest.com).