**LINKEDIN POST**

**BE Influential. BE Collaborative. BE Ambitious.** Be all that and more at Colliers International. Join our team as a Property Administrator in Calgary.

We’re looking for someone who is ready to start building their career in property management. You’ll learn from some of the best property managers to take on interesting properties and develop strong and lasting relationships with property owners, tenants and vendors. Are you ready to take the next step to build a successful career in property management? Apply today! <bit.ly>

**JOB POSTING**

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At Colliers International, we help leaders succeed by helping them build amazing workplaces, businesses and communities around the world. We do this by thinking differently, sharing innovative ideas and offering a unique and collaborative workplace where you can succeed.

**Who you are**

Strong client relationships are important to you. You enjoy playing a central role in customer care by bringing superior organizational skills, attention to detail, and a positive attitude to everything you do.

As a Property Administrator, you will be involved in all aspects of assisting the Property Manager for an assigned portfolio of commercial properties. You assist with all monthly reporting, budgeting, your superior communication skills mean that you are able to respond to tenant inquiries and assist the property manager with drafting tenant notices and other correspondence.

**What you bring:**

* Minimum of 2 years’ experience in a similar role within commercial real estate.
* Strong relationship-building ability, proactive, results-oriented, and resourceful.
* Ability to meet deadlines without compromising accuracy, excellent product quality and attention to detail.
* Basic knowledge of accounting

**Bonus skills and experience**

* Familiarity with real estate software such as Yardi, MRI, etc.
* Experience with contracts and leasing agreements.

**What success looks like:**

* You develop and maintain strong relationships with property owners, tenants, vendors and contractors.
* You respond in a timely manner to tenants’ needs to meet lease obligations.
* You support the property manager by preparing regular ownership reports with accuracy and on-time.
* You successfully manage all administrative tasks, including work orders, service requests, rent and expense payments, property maintenance and vendor compliance requirements.

**BE who you are and what you want to be with Colliers International**. We’d love to meet you. Apply today to join our team.