



The Tricar Group is an award-winning developer leading the way in Southwestern Ontario as the premiere high-rise builder. We are passionate about our company, our work and our commitment to delivering outstanding condominium homes and rental apartments while delivering the highest level of customer service.

We are currently looking for a  
***Property Administrator***  
to join our growing team!

The Tricar Group is looking for a dynamic individual to join the Property Management team. The Property Administrator position is a full-time role providing administration requirements, tenant communications and overall assistance of the day to day management of a luxury high rise rental building located in London, Ontario.

This is a permanent, customer service-oriented position that will require the individual to work 40 hours per week, including some weekends. The successful applicant will be required to be flexible in terms of work hours to handle leasing inquiries and appointments.

**Key Responsibilities and Accountabilities:**

- Office administration for the property including completion and tracking of tenant lease information; tenant file maintenance; rental payment processing; answering telephone and online inquiries;
- Managing vacancy and leasing of available rental apartments;
- Assisting on-site building management staff to address maintenance items, cleaning, etc.;
- Ensuring “move-in, move-out” procedures are executed;
- Assisting with the implementation of business strategy for assigned property including revenue and expenditure tracking, marketing and promotional ideas, etc.;
- Preparing and issuing legal forms (N4, N5, etc...) and other tenant communications;
- Responding to tenant inquiries and requests;
- Maintain positive and proactive relationship with tenants and prospective tenants;
- Promoting and participating in community initiatives;
- Other duties within the scope and purpose of the job, as requested by management

**Qualifications:**

- 2+ years of experience in a related customer service or residential property management role;
- Strong leadership skills, staff supervisory experience;
- Excellent communication and conflict resolution skills with the ability to effectively resolve issues in a professional and timely manner;



- Excellent computer skills including MS Office: Excel, Word and Outlook;
- Knowledge of legislation pertaining to residential tenancies an asset;
- Outstanding written & verbal communication skills;
- Experience with Fire Life Safety & Building Inspections would be an asset;
- Valid driver's license

You will work with an award winning, reputable company in a positive team environment and have the opportunity to forge a very rewarding and long-term career.

We thank all applicants in advance for their interest. Those who meet the above requirements will be contacted for an interview.

Applicants are asked to submit a resume and cover letter to [lbrodie@tricar.com](mailto:lbrodie@tricar.com)