



Office Administrator – Atria (Toronto) Epic Investment Services

Epic currently has \$14.2B in assets under management comprised of over 25M square feet of commercial space. This national portfolio of office, retail, industrial and multi-family properties is managed by over 100 professionals with multi-disciplined expertise including property management, asset management, mortgage servicing and property development.

The Office Administrator at Atria Office Complex will interact with staff (at all levels) and will be successful in supporting the activities of both the property management and leasing teams in the office while remaining flexible, being proactive, resourceful and efficient. This position requires a high-level of professionalism and independent judgement is required to plan, prioritize and organize a diversified workload.

This front-facing position is key to welcoming and liaising with visitors, tenants and contractors to our office. You thrive in multi-tasking and you will play an integral part in insuring that office operations run smoothly. This position reports to the Senior Property Manager.

RESPONSIBILITIES:

- Provide administrative support to Property Management and Leasing Teams within the office
- Greet and direct visitors appropriately; general reception duties (answer phone, arrange for couriers, open mail and distribute)
- Ordering office supplies and maintain monthly kitchen supplies budget
- Support Assistant Operations Manager with tenant service request
- Track status and maintain insurance updates in Angus System
- Prepare and distribute notices to Tenants as directed
- Perform banking duties daily using Cheque Pro Deposits (scan Cheques through RBC website)
- Scan and code invoices in Yardi system for Atria and 50 Minthorn
- Administratively assist Property Administrators with the preparation of monthly reporting books (binding and distribution of books)
- Office equipment troubleshooting
- Organize interoffice catering requirements
- Update and maintain Atria and 50 Minthorn tenant contact list
- Distribute Eservus tickets to Tenants
- Prepare Atria shuttle bus counts (for monthly book report)
- Prepare recurring billing forms for contracts (billed monthly, quarterly etc.)
- Distribute parking validation tickets as needed
- Assist with organizing annual summer BBQ and Holiday breakfast
- Set up new Tenants on Angus for 310EPIC services
- Reminders to Tenants to update contact information forms (semi-annually)
- Maintain relationships with vendors and suppliers and internal teams
- Take pride in your work by achieving cost reduction or process effectiveness
- Other ad hoc projects required by the office

QUALIFICATIONS REQUIRED:

- 3-5 years' experience in office administration ideally in Property Management
- Related post-secondary diploma/degree is an asset
- Must have a positive "can do" and "willing to pitch-in" attitude
- Must be self-motivated, and can work both independently and as part of a team
- Outstanding written/verbal communication and interpersonal abilities.
- Excellent practical knowledge of MS Office 365 applications (Outlook, Word, Excel, PowerPoint)
- Organized with the ability to prioritize and multi-task.
- Reliable with patience and professionalism.
- Ability to work with diversity and multi-disciplinary teams.
- Detail-oriented and efficient

- Explore, articulate & implement process driven efficiencies
- Willing to exceed expectations to produce quality work
- Experience with Yardi Voyager is an asset

HOW TO APPLY:

Qualified applicants may e-mail their cover letter, current resume and salary expectations, in confidence, to careers@epicinvestmentservices.com indicating "Property Manager – 141 Adelaide Street West (Toronto)" in the subject line.

Epic is committed to an inclusive and accessible recruitment and selection process. If you are invited to attend an interview and require an accommodation, please let us know in advance.

We sincerely appreciate the interest of all applicants, however only those selected for an interview will be contacted. No telephone calls or Agencies please.

Visit our website at www.epicinvestmentservices.com for further company details