

**Relocation & Residential Services Department**

**Property Administrator Roll- Toronto Office, 505 Consumers Rd Suite 401, Toronto ON**

Veranova Properties Limited is currently looking for a Property Administrator to join our team to help manage Residential Properties (Relocation & Retail Vacant/ Tenanted Properties) according to the client Service Agreement requirements.

**In the role of Property Administrator you will be responsible for:**

- Maintaining a portfolio of properties in accordance with the standards defined in our client Service Level Agreements including adhering to company policy and procedures and delivering quality service at all times.
- Review estimates for accuracy and price fairness.
- Communicate daily with contractor's, real estate agents, clients, utility companies, tenants, home owners.
- Deal with tenant related issues in accordance with the tenant act.
- Maintain and establish cordial relationships with all parties involved at all times.

**Qualifications:**

- 5+ years experience in residential tenancy management, with working knowledge and practice within property management, building operations, leasing, tenant fit-outs, finance and people management.
- Strong Organizational skills
- Knowledge of The Tenant Act
- Computer proficient
- Relocation & Retail Tenant Management experience an Asset

**To be a 'best fit' for this role you will possess:**

- A strong commitment to customer service
- Dedication to providing professional guidance to your client network
- Strong verbal and written skills
- A team Player with a great attitude
- Self Motivated
- Works well independently and as a team player
- Strong understanding of home maintenance and repairs

Please forward all resumes to: Amanda Silvestri [asilvestri@veranova.ca](mailto:asilvestri@veranova.ca)