



**TEMPORARY FULL-TIME PROPERTY ADMINISTRATOR
(Approximately 6 Months)
Monday to Friday 8:30 – 4:30**

Position Overview:

Under the supervision of the Manager Tenant Relations, performs, coordinates, and completes office administrative duties for the Tenant Services Department. Requests and assists routine and emergency maintenance.

Responsibilities:

- Perform a wide variety of administrative duties
- Respond to customer complaints and inquiries in a respectful and professional manner
- Discuss rental violations with tenants with a goal of resolution, as required
- Deal with tenants on sensitive issues utilizing excellent communication skills
- Enter work orders from move out and move in inspections
- Issue unit keys and assigns parking spots
- Complete Rental Offer Letters for potential tenants
- Complete Lease Agreements and Lease Renewals
- Complete annual reviews
- Ensure all documentation is on tenant file in Yardi and kept current
- Prepare notices and assist with the posting of all notices
- Participate in the completion of bi-annual unit inspections
- Complete all necessary reports including government reporting
- Manage and partake in preparing documentation for Evictions
- Attend RTDRS Hearings and ensure tenants are compliant with the order
- Manage arrears
- Manage intercom codes
- Review camera footage on request
- Complete Statement of Accounts and close files
- Ensure properties are managed in compliance with the grant agreement
- Assist in taking rental payments
- Other duties as assigned.

Qualifications/Experience:

- Grade 12
- Equivalent to completion of two years of college-level coursework in business or a field related to the work and/or two years of office administrative experience
- Knowledge of Accounting would be an asset
- Accredited Residential Manager (ARM®) designation is preferred
- Experience and knowledge of the Alberta Residential tenancies Act, Health Act, Alberta Social Housing Act and the Alberta Building Codes
- Exemplary customer satisfaction skills, including dealing effectively with tenants, co-workers, general public and management team
- Excellent computer skills
- Valid Class 5 driver's license and abstract suitable to the employer.

Please forward resume and cover letter to:

Human Resources
Wood Buffalo Housing
9011-9915 Franklin Ave
Fort McMurray, AB T9H 2K4
E-mail: gina@wbhousing.ca

We appreciate the interest of all applicants; however, only those selected for an interview will be contacted.
