



Property Management Administrator Edmonton

Are you a highly motivated individual who understands the value of customer service?

The Property Management Administrator is primarily responsible for providing superior response and customer service to tenants and property owners while carrying out the administrative, accounts receivable and payable duties relating to Harvard's commercial property portfolio and office support services.

Preference will be given to an individual who possesses minimum three (3) years in a similar property management role and:

- Excellent relationship building skills;
- Expert spreadsheet, database and word processing skills;
- The ability to manage multiple tasks;
- Experience with processing accounts receivable and accounts payable;
- Experience in lease administration;
- Ability to understand financial statements and work with financial management software
- Initiative and the ability to work independently in a team environment;
- Strong problem solving skills; and
- Superior organization skills

What's in it for you?

- Monday to Friday, standard business hours
- Competitive salary, incentive pay, health benefits, pension & group RRSP
- Scholarship program for children of employees
- Wellness Reimbursement
- Comprehensive new employee orientation
- Encouragement of lifelong learning through education and training opportunities

Harvard provides employees with a challenging work environment encouraging professional growth, innovative thinking, and collaborative work. Our organization respects the principle of work-life balance and involvement in the community is encouraged.

If you feel you are the person we are looking for, please forward your resume, cover letter and salary expectation quoting **HPMI-11-20** in confidence to careers@harvard.ca prior to December 30, 2011.

To learn more about us, please visit our website at www.harvardmanagement.ca or www.hillcompanies.com