



Property Administrator, Brentwood, Halifax, NS

(One year term position February 1, 2019 until January 31, 2020)

Killam Apartment REIT (TSX:KMP.UN), is a growth-oriented real estate investment trust which owns, manages and develops multi-family residential properties in Atlantic Canada, Ontario and Alberta. Killam is focused on maximizing its value and long-term profitability through increasing earnings, expanding the portfolio through acquisitions and developing high-quality properties in its core markets.

We are looking for an energetic, customer-focused Property Administrator to join our Brentwood Office team for a one year term position.

Responsibilities:

- Maintain files, produce correspondence, monitor special projects;
- Provide general administrative support and coverage for Reception duties: greeting tenants, answering phones and redirecting calls;
- Collection of outstanding rent;
- Assistance in preparing monthly reports and other documents;
- Banking deposits
- General office cleaning
- Other administrative reports and duties as assigned;

Qualifications:

- 1-2 years of experience in a similar role;
- Proven communication skills, both written and oral;
- Excellent organizational/interpersonal skills required and able to multi task in a fast paced environment and ability to work as part of a team;
- Good computer skills; experience with Microsoft Word & Excel;
- Customer Service, Accounting and Collection experience an asset;
- Experience in property management industry is an asset;
- Familiarity with Yardi software is an asset.

Application:

Please fill out our online application form at <https://bit.ly/2RCArIQ>

We thank you for your interest in our company and all qualified applicants will be considered; however, only those chosen for an interview will be contacted.