

<b>Position Available</b> <b>Administrative/Accounting Support</b>		<b>Arcturus</b>	
<b>Location:</b>	55 Bloor Street West, Toronto, ON	<b>Reporting to:</b>	Tomas Laszlo, Director-Client Services
<b>Department:</b>	Property Management	<b>Status:</b>	Part-Time
<b>Role:</b>	Business Support Services	<b>Level:</b>	BSS2
<b><u>Purpose and Scope</u></b>			
<p>We presently have a part-time position which has the potential to expand into a full-time position. The successful candidate will be responsible for providing administrative support and assistance to the Property Management team, including tenant services, operations, accounts receivable/ payable, correspondence and general office services.</p>			
<b><u>Duties and Activities</u></b>			
<ul style="list-style-type: none"> <li>* Responsible for the overall effective and efficient operation of the office; maintains departmental office supplies and equipment.</li> <li>* Prepare all written documentation such as, but not limited to, correspondence, reports, statements, expense reports and agreements on a timely and accurate basis, utilizing appropriate computer software and standard formats.</li> <li>* File correspondence and maintain property/vendor/tenant files.</li> <li>* Answer/direct calls/faxes/e-mail and mail, communicates with tenants, visitors and site staff in a timely and professional manner.</li> <li>* Code, process and enter incoming invoices via Agresso accounting software, verifying purchase orders, tenant work orders and invoicing; tracking and dispatching of tenant specific requests.</li> <li>* Assist in preparation of Annual Budgets, Monthly Reports, year-end adjustments billing; maintaining rent rolls and tenant abstracts.</li> <li>* Administer tenant accounts receivable including the deposit of monthly rent cheques and monitoring of arrears.</li> <li>* Assist in implementing approved events, coordinate ads and posters and assists with the activities on the day of the event.</li> <li>* Recommend and implement enhancements to current procedures within own area of responsibility. Identify issues that have potential to n</li> <li>* Provide assistance on special projects, including preparation of various consolidated reports.</li> <li>* Provide assistance with lease reviews and financial reporting for due diligence purposes.</li> <li>* Prepare and issue tenant billings, Rental Advice Notices and other routine tenant correspondence.</li> <li>* Prepare tenant lease abstracts and ensure accuracy of rent rolls on JD Edwards software.</li> <li>* Process tenant service requests and dispatch contractors as advised by Property Manager and/or as required.</li> <li>* Perform a wide variety of secretarial and administrative duties including word processing, filing, photocopying, faxing, making travel arrangements, scheduling appointments, monthly expense reports, etc.</li> </ul>			
<b><u>Qualifications</u></b>			
<ul style="list-style-type: none"> <li>* 3 - 5 years administrative and accounting experience; exposure to the Real Estate/Property Management field an asset.</li> <li>* Must have a thorough knowledge of administrative practices, office policies and procedure, business planning process, correspondence and report writing.</li> <li>* Aptitude for figures with exposure to account receivables, collections and financial statements.</li> <li>* Basic knowledge on financial reporting requirements and accounting policy and procedures.</li> </ul>			
<b><u>Core Competencies</u></b>			
<ul style="list-style-type: none"> <li>* Excellent customer service skills with ability to partner with clients to meet client needs.</li> <li>* Excellent time management/organizational skills to simultaneously handle and prioritize multiple projects</li> <li>* Proven planning/organizational skills; able to cope with changing client needs &amp; deliver successful results within agreed timeframes.</li> <li>* Excellent communication skills (verbal and written); able to communicate effectively across all organizational levels.</li> <li>* Detail oriented; ability to work under pressure and deliver timely and accurate results.</li> <li>* Self motivated, self starter, professional and flexible; able to work both independently and as part of a team.</li> <li>* Demonstrated ability to resolve problems using facts and sound reasoning.</li> <li>* Proficient in MS Office Suite. Familiarity with Agresso, JD Edwards and Lotus Notes an asset.</li> </ul>			
<b>Interested applicants should forward a resume and cover letter by:</b>			August 6, 2010
<b>To Hiring Manager:</b>	Tomas Laszlo	<b>Position:</b>	Director - Client Services
<b>E-Mail:</b>	<a href="mailto:tlaszlo@arcturusrealty.com">tlaszlo@arcturusrealty.com</a>	<b>or by Fax:</b>	416-927-6177