

Position Available Administrative Assistant		Arcturus	
Location:	165 Main Street, Moncton NB	Reporting to:	Mike Ralph
Department:	Property Management	Status:	Full-time
Role:	Business Support Services	Level:	BSS2
<u>Purpose and Scope</u>			
Responsible for providing administrative support and assistance to the Property Management team, including tenant services, marketing, operations, accounts receivable and accounts payable.			
<u>Duties and Activities</u>			
<ul style="list-style-type: none"> * Responsible for the overall effective and efficient operation of the office; maintains departmental office supplies and equipment. * 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. * File correspondence and maintain property/vendor/tenant files. * Coordinate all meetings by contacting appropriate parties, booking meeting rooms and preparing meeting materials. * Answer/direct calls/faxes/e-mail and mail, communicates with tenants, visitors and site staff in a timely, courteous and professional manner. * Process purchase orders, tenant work orders and invoicing; tracking and dispatching of tenant specific requests. * Assist in preparation of Annual Budgets, Monthly Reports, year-end adjustments billing; maintaining rent rolls, tenant abstracts and special lease clauses. * Monitor and report percentage rent; Coordinate sales audits; Follow up of accounts receivable, rent collection (calls, letters, deposits, data entry in JD Edwards); * Assist in implementing approved program marketing plans and customer service programs; order/coordinate signage, ads, and other marketing materials. Directly supervises activities on days marketing events are taking place. * Recommend and implement enhancements to current procedures within own area of responsibility. Identify issues that have potential to negatively impact the effectiveness of the department, research and recommend possible solutions to management. * Other duties as assigned. 			
<u>Qualifications</u>			
<ul style="list-style-type: none"> * Grade 12 or equivalent * Certificate/diploma in Office Administration an asset * Minimum 5 years related work experience; exposure to the Real Estate/Property Management field an asset * Must have a thorough knowledge of administrative practices, office policies and procedure, business planning process, correspondence and report writing, * Aptitude for figures with exposure to account receivables, collections and budget preparation. 			
<u>Core Competencies</u>			
<ul style="list-style-type: none"> * Excellent customer service skills with ability to partner with clients to meet client needs. * Excellent time management/organizational skills to simultaneously handle and prioritize multiple projects * Proven planning/organizational skills; able to cope with changing client needs & deliver successful results within agreed timeframes. * Excellent communication skills (verbal and written); able to communicate effectively across all organizational levels. * Detail oriented; ability to work under pressure and deliver timely and accurate results. * Self motivated, self starter, professional and flexible; able to work both independently and as part of a team. * Demonstrated ability to resolve problems using facts and sound reasoning. * Proficient in MS Office Suite. Familiarity with JD Edwards and Lotus Notes an asset. 			
Interested applicants should forward a resume and cover letter by:			July 23, 2010
To Hiring Manager:	Mike Ralph	Position:	Property Manager
E-Mail:	mralph@arcturusrealty.com	or by Fax:	506-855-9158