

# PROPERTY MANAGEMENT ADMINISTRATOR

FULL-TIME | PERMANENT



Regina Airport Authority requires a Property Management Administrator. The incumbent will support all aspects of commercial real estate management, including tenant management, contract services, building operations and property budgets. The incumbent is accountable for responding to tenant questions and resolving tenant concerns. The position will support tenant relations, manage small capital improvements, approve property related expenditures, monitor performance of real estate assets, provide excellent customer service to tenants and ensure tenants comply with lease obligations. In addition to property management support, the position will provide administrative support to the department head, administrate the airport's permitting processes, support the airport's asset management program, assist with special projects, and provide assistance with capital program planning and reporting.

## RESPONSIBILITIES

- While promoting safety awareness, perform all duties with an ownership attitude in compliance with corporate policies and procedures.
- Assist with ensuring appropriate incident command response procedures are carried out in the event of an emergency.
- Perform all duties and responsibilities in a manner consistent with the company's Mission, Vision, and Corporate Values.
- Respond to operational emergency situations during and after standard hours of work for the purposes of resolving immediate concerns to ensure the safe and efficient operation of the airport.
- Assist with Business Development initiatives and support the creation, negotiation, and execution of a wide variety of business and revenue opportunities.
- Support for the airport's capital project approvals process and administration of changes to the capital budget.
- Support to Management in legal matters and litigation.
- Support Management in liaising with outside stakeholders.
- Provide administrative support to the department head.
- Maintain tenant relations, ensuring customer service standards are maintained and property revenue and expenses are in accordance with projected budgets.
- Review and interpretation of lease agreements.
- Support for negotiation of lease agreements, offers to lease and lease amendments.
- Prompt attention to tenant concerns and management of corrective actions.
- Responsible for work order management on tenant property and ensuring all work orders are completed.
- Administrative support for small improvement projects to improve properties and increase return on investment.
- Conduct property inspections, manage move-in and move-out processes including property inspection reports. Oversee the completion of move-in and move-out deficiency items, in an efficient and cost-effective manner, to get spaces ready for occupancy.
- Administer facility alterations permit (FAP), building permit and dig permit programs.
- Provide administrative support for annual operating and capital budgets for buildings owned by Regina Airport Authority.
- Assist with determining annual additional rent budgets for RAA properties, annual additional rent reconciliations and determine any other required adjustments to tenant's accounts.

## OUR MISSION

To be an engine of economic activity and social connectivity through air travel.

## OUR VISION

To be Saskatchewan's best airport experience.

## WHO WE ARE

Exceptional people doing an exceptional job every day through demonstrated operational and customer service excellence.

## HOW TO APPLY

Like what you see and think you have what it takes to join our team?

Submit your resume in confidence on or before March 14, 2024 by emailing [hr@yqr.ca](mailto:hr@yqr.ca) and quoting the position you are applying for in the subject line.

We thank all applicants for their interest. Only shortlisted candidates will be contacted.

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- Responsible for the review of expenditures for RAA managed properties. Recommend approval to the Manager to which this position reports to.
- Tenant coordination for move-in and move-out, including utility transfers, keying, access controls and property turnover reviews.
- Promote efficiencies and cost reduction initiatives to improve the financial performance of properties while ensuring excellent service to tenants.
- Coordinate and complete property inspections to ensure that building services are of the highest level of quality standards.
- Project coordination support for capital projects.
- Support for planning and researching of long-term Capital Improvement projects.
- Support for business process improvements.
- Contribute to and support corporate events, initiatives, and internal committees.
- Participate in the annual corporate insurance review as it relates to the department's activities.
- Participate in regulatory and corporate prescribed training and development activities.
- Understand and comply with all Corporate Policies and Procedures.

## EDUCATION AND PROFESSIONAL EXPERIENCE

- Post-secondary certificate in Real Estate Management, or alternative post-secondary education in Business Administration, Real Estate Development, or other relevant area.
- Minimum of 12 months of job-related training experience or 36-48 months of job-related training and experience.
- Equivalent combination of education and experience would be considered.

## REQUIREMENTS

- Strong communication, organizational and interpersonal skills to professionally manage a multitude of tasks in a customer focused environment.
- Ability to grow and maintain positive professional relationships with corporate departments, key business partners and team members.
- Capable of performing within a transparent work environment where collaborative relationships are encouraged, and varied opinions are respected.
- Strong awareness and commitment to a healthy and safe working environment.
- A self-directed analytical person who possesses strong organizational, verbal, and written communication skills, with the demonstrated ability to work independently and collaboratively as a positive team member.
- Results oriented with the ability to effectively manage multiple priorities with conflicting demands and timelines while being accurate and detail oriented.
- Ability to gain agreement during tenant discussions.
- Knowledge of commercial building construction and property management.
- Strong experience with operating and capital budgeting and financial reporting.
- Knowledge of, and experience with, building codes.
- Critical and logical thinking skills, analysis, and/or reasoning to identify underlying principles, reasons, or facts.
- Strong computer skills, including Microsoft based applications with the ability to learn and adapt to new technology.

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## RATE OF PAY

As per the collective agreement:

- Band: 6
- Rate of Pay: \$39.48 - \$43.12 per hour

## CONDITIONS OF EMPLOYMENT

- No previous criminal background for which a pardon has not been granted.
- A clear pre-employment National Criminal Record through Regina Airport Authority's background screening process.
- Ability to secure and maintain a Transportation Security Clearance, within the prescribed employment probationary period.
- Possession of a valid Saskatchewan Class 5 driver's license or equivalent with a clean driver's abstract.