



## Position Description – LMI Administration Assistant

### **Job Summary:**

Reporting to the CEO/Property Manager (PM) of LMI, the candidate will have strong organization and interpersonal skills. The candidate will be responsible to assist with the administrative duties of the CEO/PM of LMI as related to the operations of the organization. **It is important to note that the CEO/PM is currently on extended medical leave for an uncertain period and in this interim period the duties of that role are being covered by a combination of an interim, part time PM, direct input from members of the board executive and an extra level of responsibility imposed upon this administrative position.**

### **Time Requirements:**

This position is currently .60 EFT or 24 hours per week. General office hours are 8:00 to 4:30 Tuesday to Thursday. Additional hours may be required periodically to meet the requirements of the position.

### **Responsibilities:**

- Bookkeeping
  - Invoice collection, filing and coding for payment
  - Distribution of accountant prepared reports and requests
  - Budget preparation assistance
  - Collection of various fees and payments
- Lease Administration
  - Database and hard file management
  - Preparation and oversight of lease assignment documents
  - Liaison with realtors, lawyers and prospective tenants
  - Maintenance, updating and distribution of sample documentation
  - Parking space assignments
  - Preparation and delivery of annual documents and notices to tenants
  - Receive, evaluate, approve and monitor Suite Alteration Requests
  - Manage Annual Certificates of Insurance and insurance requirements for trades and tenants
- Managing tenant concerns and communications
  - Receive and respond to or allocate property, maintenance and information concerns
  - Assist with and attend various tenant meetings and events
  - Build relationship with tenants and receive and forward prayer needs as appropriate
  - Manage Guest Suite bookings, payments and receipts
  - Prepare and circulate various notices, emails and phone notifications
  - Produce and distribute Tenant Handbooks and update with approved policy changes
  - Produce and post Emergency Evacuation Procedures
- Collaboration with other team members
  - Maintain maintenance schedule together with the PM
  - Maintain regular support for the off-site accountant
  - Assist CEO/PM with Residential Tenancies Branch and other governmental communications
  - Assist PM with obtaining quotations for goods & services

- Attend team meetings and prayer times
  - Other administrative duties as required
- General duties
  - Office Supply ordering
  - Minor office cleaning

**Qualifications:**

- Must have a heart for Seniors – it has to be a gift and a passion
- A committed Christian believer in agreement with the GMBC statement of faith
- A mature individual, demonstrating humility, kindness and love in all contacts with tenants and staff
- A self-motivator able to plan and organize independently
- Excellent communication skills both oral and written
- Excellent computer skills, familiar with Word, Excel, PowerPoint and Google sheets
- Basic bookkeeping skills
- Prior experience in real estate and property management would be an asset
- Ability to problem-solve effectively and meet deadlines
- A good listener, organized, honest, enthusiastic and able to maintain confidentiality
- Willingness to occasionally work irregular hours
- Dress appropriate for the position - business casual
- **This position is available as soon as June 15/2025 to allow for transition from the existing staff person by June 30<sup>th</sup>. This timeframe could be delayed if necessary.**

**Please submit your application including resume or any questions regarding the position to:**

**office@lindenholm.ca**