

# APPLICATION PACKAGE

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## **JOB POSTING**

### **Property Administrator**

Choice Properties Real Estate Investment Trust

Location:

110-2075 Prince of Wales Dr., Regina, Saskatchewan, S4V 3A3

Choice Properties Real Estate Investment Trust is an owner, manager and developer of well-located retail and commercial real estate across Canada. Choice Properties' portfolio spans approximately 65 million square feet of gross leasable area and consists of over 700 properties primarily focused on supermarket-anchored shopping centres and stand-alone supermarkets.

Choice Properties' strategy is to create value by enhancing and optimizing its portfolio through accretive acquisitions, strategic development and active property management. Choice Properties' principal tenant is Loblaw Companies Limited, Canada's largest retailer. Choice Properties' strong alliance with Loblaw positions it well for future growth.

A commitment to continuous learning and development is a strong part of our culture.

The Property Administrator reports to and provides administrative support to the Property Manager working on the retail portfolio in Saskatchewan and Manitoba. The successful candidate will be responsible for providing direct support by ensuring that key administrative aspects of the portfolio are maintained in a professional, current and proficient manner.

### **Responsibilities:**

- Administer tenant accounts receivable including the processing of monthly rent cheques and EFT/PAD payments, and monitoring/collection of arrears.
- Process monthly re-occurring billing
- Code, process and enter incoming invoices via accounting software (Nexus).
- Assist with preparation of Property Budgets
- Assist with distribution of annual budget reconciliation and RANs, manual invoices.
- Prepare statements of account as needed.
- Maintain an up to date tenant contact list for all properties.
- Maintain an up to date Contractor List for all properties and set up new vendors and ensure compliance standards are met
- Maintain Utility Registers and assist PMs with tracking utility payments
- Prepare monthly accruals
- Provide assistance on special projects, including preparation of various consolidated reports and annual budgets.
- Prepare and issue tenant billings, Rental Advice Notices and other routine tenant correspondence.
- Review tenant and head lease abstracts and ensure accuracy of rent rolls. To include the simulation and review of monthly rent roll to assist Property Manager.

- Process tenant service requests and dispatch contractors as advised by Property Manager and/or as required.
- Perform a wide variety of clerical and administrative duties including word processing, filing, photocopying, scheduling appointments, etc.

**Qualifications:**

- 3-5 years property administration or related office experience.
- Strong accounting background considered an asset.
- Accounts Payable and Accounts Receivable experience is an asset.
- Strong computer skills, specifically with Excel.
- Experience with JDE or equivalent property management software (Yardi or SAP) is an asset.
- Basic understanding of property management terminology, principles and procedures.
- Excellent written and verbal communication skills, combined with an approachable manner.
- Strong analytical and accounting skills with excellent attention to detail.
- A self-starter with the ability to work independently.
- Positive attitude

Accommodation is available upon request for applicants and colleagues with disabilities. Choice Properties REIT recognizes Canada's diversity as a source of national pride and strength. We have made it a priority to reflect our nation's evolving diversity in the people we hire, and the culture we create in our organization. Accommodation is available upon request for applicants and employees with disabilities.

In addition, we believe that compliance with laws is about doing the right thing. Upholding the law is part of our Code of Conduct – it reinforces what our customers and stakeholders expect of us.

Number of Openings:

1

**WORKS CITED**

"Property Administrator". *Choice Properties Real Estate Investment Trust*. Regina. December 2021.  
[https://myview.wd3.myworkdayjobs.com/en-US/Choice\\_Properties\\_REIT/job/110-2075-Prince-of-Wales-Dr-Regina-SK/Property-Administrator\\_R2000223841](https://myview.wd3.myworkdayjobs.com/en-US/Choice_Properties_REIT/job/110-2075-Prince-of-Wales-Dr-Regina-SK/Property-Administrator_R2000223841)

311 Government Road  
Weyburn, SK, S4H0P5

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December 3, 2021

Hiring Manager  
Choice Properties REIT  
Regina, SK, S4V 3A3

Dear Choice Properties REIT Hiring Manager,

Please consider my application for a property administrator position at your Regina location, as advertised on November 30 on your website. I am a 4th year student in the Bachelor of Business in Real Estate program at the University of British Columbia with a graduation date of December 2022.

Upon review of the enclosed résumé, you will notice I have worked in a full-time office environment for 7 years, 3 of those years in a Real Estate office. Within my first year as an executive assistant for a Real Estate team ranked in the top 1% throughout the Greater Vancouver Area, I was promoted as director of operations. As well, with the collaboration of 2 industry leaders, I co-founded a Real Estate transaction business which has seen a 200% profit growth in our second year of business. This experience, combined with earlier design work has given me the tools to become a leader with an excellent analytical and detail oriented skill set.

As a Real Estate group manager and business student, I am well-versed in property management, property sales and financing. I hold a diploma in urban land economics and am constantly growing my knowledge in the Real Estate industry.

My background has prepared me to become adaptable to any environment, by leading a team or working independently, as well as growing excellent time management and organizational skills.

Should you consider my application, please phone me any weekday at (306) 458-7115.

Sincerely,

A handwritten signature in cursive script that reads "Tamara Oman". The signature is written in black ink and is positioned above the typed name.

Tamara A. Oman

**Tamara Aline Oman**

311 Government Road

Weyburn, SK, S4H 0P5

Phone: (306) 458-7115

Email: toman@student.ubc.ca

<b>Objective</b>	Administrative support in Real Estate, leading up to Property Manager.
<b>Summary of Qualifications</b>	<ul style="list-style-type: none"> <li>• 3 years Real Estate administration as director of operations</li> <li>• 7 years total office administration experience</li> <li>• Extensive knowledge of Real Estate concepts</li> <li>• Led a team of 7 Realtors and 4 assistants</li> <li>• Created virtual company systems to adapt through COVID environments</li> <li>• Co-founded a Real Estate transaction business</li> <li>• Excellent attention to detail</li> </ul>
<b>Education</b>	<i>University of British Columbia, Vancouver, BC</i>
2018 - present	Bachelor of Business in Real Estate, 4th year student Expected graduation date: December 2022
2016 - 2018	<i>University of British Columbia, Vancouver, BC</i> Diploma in Urban Land Economics
2012-2016	<i>Dawson College, Montreal, QC</i> Diplôme d'études collégiales: International Business. Graduated on the Dean's List.
<b>Employment</b>	<i>VirtuCompliance</i>
2019 - present	Co-founded business. Manage a team of 3 assistants and grew the business' net income by 200% by the end of year 2. Responsible for sales and marketing, creating company systems, customer relations, accounts payable and receivables, employee salary and remittance.
2018 - present	<i>KymBuna Real Estate Group</i> Executive assistant and promoted to director of operations within the first year. Responsible for the execution of projects and managing the flow of daily administrative operations leading a team of 4 assistants.
2014-2018	<i>Elite Kitchens &amp; Decor</i> Worked as an executive designer, helping clients with completing their renovation goals. (Full-time)
<b>Skillset</b>	
Technical:	Proficient in Microsoft Word, Excel, Power Point. Familiar with QuickBooks
Languages:	Excellent verbal and written communication in English and French
<b>References</b>	Available upon request

311 Government Road  
Weyburn, SK, S4H0P5

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December 3, 2021

Diane Kunic-Granjean, Realtor  
Keller Williams Realty VanCentral  
3995 Fraser Street,  
Vancouver, BC, V5V 4E5  
Subject: Reference Request

Dear Diane,

I hope you have kept safe and well since last we spoke.

I am applying for a property administrator position at Choice Properties REIT, and would like to ask you for a written reference I can use towards my application. Having been a client with VirtuCompliance from the start, your experience with my analytical and detailed skill set would be a powerful reference to my potential employers.

Attached is my current résumé for your reference. I am graduating with a Real Estate Business degree by the end of next year and looking to grow in a Real Estate company that will help me expand my knowledge and professional capabilities.

As always, if you would like more information please phone me anytime at (306) 458-7115.

Sincerely,

A handwritten signature in cursive script that reads "Tamara Oman". The signature is written in black ink and is positioned above the typed name.

Tamara A. Oman

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Weyburn, SK, S4H0P5

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December 3, 2021

Roland Kym, Realtor  
Keller Williams Realty VanCentral  
3995 Fraser Street,  
Vancouver, BC, V5V 4E5  
Subject: Reference Request

Dear Roland,

Congratulations on the new addition to your family!

As you know, I am applying for a local property administrator position at Choice Properties REIT, and would like to ask you for a written reference I can use towards my application. Having worked as your assistant, your experience with my self-starting determination and positive attitude as well as the quality of my analytical, time management and organizational skills would be a powerful asset to my application.

Attached is my current résumé for your reference. I am graduating with a Real Estate Business degree by the end of next year and looking to grow in a Real Estate company that will help me expand my knowledge and professional capabilities.

If you would like more information please phone me anytime at (306) 458-7115.

Sincerely,

A handwritten signature in cursive script that reads "Tamara Oman". The signature is written in black ink and is positioned above the typed name.

Tamara A. Oman

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December 3, 2021

Sharon Kelly, MA, Mediator and Chartered Arbitrator  
ADR Institute of BC  
347-1275 West 6th Avenue  
Vancouver, BC, V6H 1A6  
Subject: Reference Request

Dear Sharon,

Thank you again for the support through tutoring BUSI441, Residential Property Management last term.

I am applying for a property administrator position at Choice Properties REIT, and would like to ask you for a written reference I can use towards my application. Your experience with my proficiency in residential property management concepts would be an important asset to my application.

Attached is my current résumé for your reference. I am graduating with a Real Estate Business degree by the end of next year and looking to grow in a Real Estate company that will help me expand my knowledge and professional capabilities.

Your time and consideration is always appreciated. If you would like more information please phone me anytime at (306) 458-7115.

Sincerely,

A handwritten signature in cursive script that reads "Tamara Oman". The signature is written in black ink and is positioned above the typed name.

Tamara A. Oman