



*As Canada's leading full-service Out-of-Home advertising company, OUTFRONT has strong coverage across the country. OUTFRONT leads the industry with data driven intelligent campaign solutions for our clients. We are passionate about what we do and provide turn-key service from start to finish.'*

**We are currently seeking an enthusiastic and driven team player to join our Real Estate team in Toronto as a REAL ESTATE COORDINATOR**

**In this role, YOU will:**

- Provides administrative support to the Real Estate department members, ensuring the needs of the customers are fully met and, in a way, to support achievement of organizational goals.
- Prepares, reviews and maintains documents, reports and other correspondence materials for the Real Estate team, including cheque requisitions, renewal permits, renewal tracker, invoices etc.
- Reviews and ensures accuracy of documents.
- Updates and maintains billboard inventory on the database of record (PICS).
- Reviews agreements and process/enter change requests into Real Estate database of record (Tririga).
- Assist with lease reconciliation and calculating rental adjustments.
- Responsible for document management of the real estate files, both physical and electronics files, includes uploading lease related documents.
- Administers TPST (Toronto Third Party Sign Tax) process by receiving, processing, verifying, reconciling, and paying invoices.
- Closely liaises with operations and other company departments as necessary to ensure effective and timely delivery of services.
- Proactively identifies and recommends opportunities to improve delivery of administrative services.
- Maintains current knowledge of systems and provides input on issues or concerns as they relate to the position.
- Owns shared responsibility to create and maintain a safe, healthy workplace culture and a work environment in which all individuals are treated with respect and dignity, and where workplace violence, harassment and bullying are not tolerated from any person in the workplace by acting in compliance with applicable legislation and company safe work procedures and practices, as required by applicable company policies.
- Performs other administrative duties as assigned

**YOU possess:**

- Secondary education or equivalent, with a certificate or diploma in business administration or related field, or an equivalent combination of education, training and experience.
- A minimum of 2-3 years of direct work experience in an administrative support capacity, and lease administration an asset.
- Good administrative skills with knowledge of office procedures.
- Excellent analytical and problem solving skills, with a keen eye for details.
- Effective planning, prioritization, organization, multi-tasking and time management skills to meet deadlines and changing priorities.
- Energetic, self-motivated and results-focused.
- Excellent communication and interpersonal skills with the ability to interact in a professional and effective manner with internal and external customers, and employees at all levels of the organization.
- Proven team player who is both nimble and flexible.
- Proficient with MS Office - Word, Excel, PowerPoint, Outlook.

Candidates are invited to submit their resume to Human Resources  
by e-mail at: [jobs@outfront.com](mailto:jobs@outfront.com).

We will only contact candidates under consideration.

*'OUTFRONT Media Canada LP is an equal opportunity employer and is committed to providing an inclusive, barrier-free recruitment and selection process and work environment. If you are contacted for a job opportunity, please advise Human Resources if you require an accommodation to participate in our recruitment process, we will work with you to meet your needs.'*