



As Canada's leading full-service Out-of-Home (OOH) advertising company, OUTFRONT Media Canada has strong coverage in over 60 markets across Canada, including the 10 largest markets in Canada.

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

### **In this role, YOU will:**

- Provides administrative support to the Real Estate and Legal 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 Central Real Estate team, including permits, renewal tracker, barbers, MPAC calculations, cheque requisitions, etc.
- Assists in the preparation of RFP documents/presentations in support of maintaining current and gaining new business opportunities, along with maintaining lobby registry.
- Reviews and ensures accuracy of documents.
- Updates and maintains billboard inventory on the database of record, and scans all lease related documents into the database,
- Responsible for document management of the real estate files, both physical and electronic files (on Carta Digital) and centralized department folder.
- Reviews agreements and process/enter change requests into Real Estate Management System (Tririga).
- Assist with co-ordinating telecom agreements.
- Responsible to reconciliation of payments on master leases.
- Administers TPST (Toronto Third Party Sign Tax) process by receiving, processing, verifying, reconciling and paying invoices.
- Administers Outfront's insurance matters including making certificate of insurance requests for all provinces in Canada
- 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.
- Ability to understand and interpret commercial real estate agreements.
- Financial background an asset.
- Strong 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@outfrontmedia.ca](mailto:jobs@outfrontmedia.ca) or by fax at (416) 255-5714 By Wednesday, August 11<sup>th</sup>, 2021  
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.'*