

CONDO RELATIONS ADMINISTRATOR

The Daniels Corporation builds with a passion for creating vibrant communities in every sense of the word. Daniels looks beyond the bricks and mortar, including social, cultural and economic infrastructures that will create a unique sense of place. This commitment has been an integral part of Daniels' corporate philosophy for over 35 years. Daniels has built more than 30,000 award-winning homes and apartments, master-planned mixed-use communities, and commercial and retail spaces, and has earned its standing as one of Canada's largest and preeminent builder/developers.

The Condominium Relations Administrator will focus mostly on the smooth operation and transition of various projects throughout the GTA. It also provides support to the Condominium Relations Manager in all aspects of Condominium Management.

The individual will report to the Condominium Relations Manager.

Summary of Responsibilities:

- Assist with project start up working closely with the warranty, construction and property management teams
- Inspect common element areas including but not limited to building envelope, parking garage, lobbies, corridors, balconies and amenity areas throughout the construction process and complete final inspections prior to turnover to property management. Prepare deficiency lists for the Construction Team to rectify
- Inspect and investigate common element concerns as requested
- Coordinate and participate in final inspections once the projects are registered and oversee completion of deficiencies
- Reply to 1st and 2nd Year Performance Audits and prepare deficiency lists for our Trades/Handyman and coordinate necessary repairs
- Track handyman hours and enter into ADP. Order handyman supplies for each project as required
- Update Tarion portal as performance audit items are inspected and completed
- Coordinate health and safety documents for each project as required
- Participate in the Registration process and prepare documents for Turnover working with our Consultants, Trades and Project Managers.
- Escalate issues to Condominium Relations Manager and provide assistance as requested
- Ensure current projects are kept in good order and if it is not, escalate to the appropriate individuals
- Mandatory travel to all active projects as required

Requirements:

- Must have a vehicle for travel throughout the GTA as required. Office is based in Mississauga.
- Able to work in a fast-paced team environment

- Excel in patience and professionalism
- Good understanding of Microsoft Office suite (Outlook, Word and Excel)
- Excellent communication and writing skills
- Strong organizational, analytical and problem-solving skills
- General construction and maintenance knowledge is an asset
- Experience dealing with Tarion and the 1st, 2nd and 7 year warranties and guidelines is an asset

The Daniels Corporation welcomes and encourages applications from people with disabilities. Accommodations are available upon request for candidates taking part in all aspects of the selection process.

If you are interested in this position, please send your resume to Debbie LaFrance, Condominium Relations Manager, at dlafrance@danielscorp.com.

We thank all applicants for their interest in this position, however only applicants selected for an interview will be contacted.