

FIRST GULF

Position: Administrative Coordinator, PMO

Reports to: Senior Director, Property Management & Operations

Job Location: Head Office

ABOUT FIRST GULF:

When it comes to the development of office, mixed-use, retail and industrial properties, First Gulf is a proven market leader with more than \$4-billion in developed assets. Offering development, construction, leasing, finance and property management expertise, we provide clients with unique and exciting market opportunities. Within the Greater Toronto Area alone, our team has recently completed development and construction of more than two million square feet of premier, LEED®-certified office space, with another one million square feet currently under construction. First Gulf also currently manages over four million square feet of fully-operational buildings.

POSITION SUMMARY:

Reporting to the Senior Director, Property Management & Operations (PMO), the Administrative Coordinator – PMO, will be responsible for managing the administrative requirements of the PMO group, as well as various initiatives and projects.

POSITION-SPECIFIC RESPONSIBILITIES:

1. Providing administrative support to Sr. Director, PMO
2. Organizing PMO employee engagement events, including: town halls, socials and collaborative exercises.
3. Working closely with Sr. Director, PMO on various initiatives, including site specific and portfolio-wide projects of various complexities while maintaining strict confidentiality.
4. Collaborating with senior PMO staff to create and manage structure, policies and procedures for the Department, with input from the Executive Team and HR.
5. Preparing presentations, hand-outs and other marketing material.
6. Leading administrative efficiency optimization projects for the PMO group
7. Assisting with PMO and tenant file management and engagement programs
8. Occasionally attending to site-specific issues and providing Property administrative support, as required
9. Preparing various proposals, expenses and reports, as well as general documentation for various projects and initiatives.
10. Assisting with general and specific Property Management duties on an as needed basis (largely “overflow” capacity)
11. Managing department’s archives and electronic record keeping systems

12. Liaising between the PMO group and other departments
13. Creating and updating PMO Directories and other information
14. Preparing, updating and distributing PMO Onboarding Package
15. Assisting with creation and distribution of Purchase Orders and other accounting-related tasks
16. Other duties as may be required.

QUALIFICATIONS:

1. Undergraduate university degree or an equivalent acceptable combination of education and experience
2. Dynamic, outgoing and positive personality that is complimented by an approachable and collaborative disposition.
3. Excellent verbal and written communication skills
4. Ability to prepare marketing materials, communications and presentations
5. Keen attention to detail, deadlines and other project/task requirements
6. Strong follow-through skills and an ability to bring tasks and projects to conclusion
7. Ability to multi-task, to be adaptive and flexible in a fast-paced and changing environment
8. Fluid Microsoft Office knowledge with emphasis on Excel, Word, Power Point and Visio
9. Ability to gather data, compile information and prepare reports
10. Ability to work independently, with minimal supervision, while remaining productive and motivated
11. Desire to grow and evolve with a rapidly changing organization
12. Experience with property management and/or project management is an asset

If you would like to be a member of our growing team please send your resume, in confidence to careers@firstgulf.com.

We thank all interested candidates, however, only applicants selected for an interview will be contacted.