

Adjoint(e), Exploitation, Galeries d'Anjou/Operations Assistant, Galeries d'Anjou

Postuler

Locations Quebec, QC
time type Full time

About JLL –

We're JLL—a leading professional services and investment management firm specializing in real estate. We have operations in over 80 countries and a workforce of over 91,000 individuals around the world who help real estate owners, occupiers and investors achieve their business ambitions. As a global Fortune 500 company, we also have an inherent responsibility to drive sustainability and corporate social responsibility. That's why we're committed to our purpose to shape the future of real estate for a better world. We're using the most advanced technology to create rewarding opportunities, amazing spaces and sustainable real estate solutions for our clients, our people and our communities.

Our core values of teamwork, ethics and excellence are also fundamental to everything we do and we're honored to be recognized with awards for our success by organizations both globally and locally.

Creating a diverse and inclusive culture where we all feel welcomed, valued and empowered to achieve our full potential is important to who we are today and where we're headed in the future. And we know that unique backgrounds, experiences and perspectives help us think bigger, spark innovation and succeed together.

If this job description resonates with you, we encourage you to apply even if you don't meet all of the requirements below. We're interested in getting to know you and what you bring to the table!

Vous serez en charge de diverses fonctions, y compris :

- Produire la correspondance pour l'exploitation et la Construction. (Mémos, lettres, avis aux locataires ou fournisseurs);
- Voir au montage et à la transcription de divers rapports (Risk Check et FM Global);
- Transcrire et assurer le suivi des rapports liés à l'Extermination;
- Recevoir et transcrire les rapports d'incidents;
- Assurer le suivi de toutes les certifications (BOMA, LEED etc...);
- Traiter les bons de commandes – production, signature et suivis;
- Assurer la collaboration lors des incidents à la propriété avec le Siège Social;

- Colliger l'information pour les données environnementales et énergétiques;
- Mettre à jour et assurer le suivi des dossiers d'assurance liés aux incidents;
- Recevoir les soumissions et préparer les grilles d'analyse appropriées;
- Assurer le classement électronique des dossiers (zéro papier);
- Préparer les dérogations (Budgets); Procéder aux demandes de soumission fournisseurs;
- Collaborer à la préparation des devis et contrat pour les dépenses d'immobilisation (Capex);
- Mettre à jour les dossiers d'assurances des fournisseurs;
- Préparer les notes de frais;
- Transcrire les procès-verbaux des rencontres de l'équipe Exploitation;
- Collaborer à la saisie des budgets d'exploitation;
- Assurer le soutien et la coordination du processus de cours.
- Mettre à jour les documents liés aux mesures d'urgences (Plans d'urgences, System Notification d'urgence (ENS), Pandémie);

Connaissances et aptitudes requises

- Détenir un Diplôme d'études secondaires ou l'équivalent;
- Un à trois ans d'expérience administrative;
- Diplôme ou certificat en administration, un atout;
- Excellente maîtrise de la suite Microsoft Office (Word, Excel, etc.);
- Connaissance du logiciel YARDI, un atout;
- Le candidat doit pouvoir travailler sous pression dans un milieu dynamique;
- Français et anglais, parlés et écrits.

You will be responsible for performing various duties, including the following:

- Prepare correspondence related to the operation and construction team (Memos, letters, notice to tenants or supplier)
- Update emergency preparedness documentation (emergency plans, emergency notification system, pandemic alerts);
- Generate and compile various reports (Risk Check and FM Global);
- Compile extermination reports and provide follow-up;
- Receive and transcribe incident reports;
- Process reports generated by the Unifier system;
- Monitor the status of various certifications (BOMA, LEED, etc.);
- Prepare purchase orders, send for approval and ensure follow-up;
- Coordinate with head office during incidents;
- Compile information for energy and environmental reports;

- Update and follow up on incident reports for insurance purposes;
- Receive bids and prepare a summary for analysis;
- File documents electronically (paperless office);
- Prepare budget variance reports;
- Regularly update the variance folder;
- Request bids from suppliers;
- Help prepare capex estimates and agreements;
- Keep suppliers' insurance records up to date;
- Monitor customer traffic data and prepare reports for the person in charge;
- Prepare expense reports;
- Draft minutes for Operations team meetings;
- Help input operating budget information in the computer system;
- Assist in coordinating year-end accruals.

Key requirements

- High school diploma or equivalent;
- One to three years of administrative experience;
- Degree or certificate in administration, an asset;
- Advanced proficiency in Microsoft Office applications (Word, Excel, etc.);
- Knowledge of YARDI, an asset;
- Ability to work under pressure in a fast-paced environment;
- Fluency in written and spoken French and English.

What you can expect from us

We succeed together and believe the best inspire the best, so we invest in supporting each other, learning together and celebrating our success.

Our Total Rewards program reflects our commitment to helping you achieve your career ambitions, recognizing your contributions, investing in your well-being and providing competitive benefits and pay.

We can't wait to see where your ambitions take you at JLL. Apply today!

JLL Privacy Notice

Jones Lang LaSalle (JLL), together with its subsidiaries and affiliates, is a leading global provider of real estate and investment management services. We take our responsibility to protect the personal information provided to us seriously. Generally the personal information we collect from you are for the purposes of processing in connection with JLL's recruitment process. We endeavour to keep your personal information secure with appropriate level of security and keep for as long as we need it for legitimate business or legal reasons. We will then delete it safely and securely.

For more information about how JLL processes your personal data, please view our [Candidate Privacy Statement](#).

For additional details please see our career site pages for each country.

For employees in the United States, please see a fully copy of our Equal Employment Opportunity and Affirmative Action policy [here](#).

Jones Lang LaSalle (“JLL”) is an Equal Opportunity Employer and is committed to working with and providing reasonable accommodations to individuals with disabilities. If you need a reasonable accommodation because of a disability for any part of the employment process – including the online application and/or overall selection process – you may email us at AccomodationRequest@am.jll.com. This email is only to request an accommodation. Please direct any other general recruiting inquiries to our [Contact Us](#) page > I want to work for JLL.