

Office Administrator (remote position), R2 Capital Partners Inc.

Established in 2019, R2 Capital Partners Inc. is a privately held real estate investment firm offering investors diversified exposure to residential and commercial real estate. Utilizing a vast network of partnerships, relationships, and industry-leading technology to capitalize on emerging secondary and tertiary markets across North America.

We are seeking top-of-class Administrative Support for our leadership team.

As a growing company, the role will offer a variety of tasks making every day different!

Responsibilities Include

- Managing calendars, including scheduling appointments, confirming meetings, scheduling conference calls
- Completing detailed reports, including tracking receipts and project progress (MPR's)
- Tracking and processing invoices; ensuring invoices go through outlined internal approval procedures
- Assist acquisitions team by picking out furnishings and decor for short-term rental units
- Coordinating travel arrangements, including flights, visas, transportation, dining, hotels, and other reservations
- Creating and/or proofing memos
- Create folders and organize files as requested by management staff
- Planning events
- Oversee and assist on various real estate-related projects
- Setup utility accounts, property tax accounts, internet accounts, and apply for property insurance
- Assist in organizing files and workflows, Dropbox folders, and Monday.com boards
- Create/Publish social media posts
- Follow up on requests for senior staff
- Assist in performing bank account/expense audits
- Coordinate tasks with on-the-ground staff in various regions
- Source local contractors and on-the-ground team members
- Limited project oversight and coordination in various markets

Required Skills

- Strong attention to detail
- Strong grammatical skills
- Highly organized
- Proactive, with a “go-getter” attitude
- Strong communication skills
- Team player – energetic, enthusiastic and personable

- Ability to multitask and prioritize competing tasks and meet deadlines
- Perform duties with the highest level of confidentiality and integrity
- Experience with coordinating travel arrangements
- Strong Microsoft Office skills (including PowerPoint, emphasis on Outlook and Excel) or Google's equivalent.
- Familiarity with software such as Dropbox, Project Management Platforms (Monday.com)

Accountabilities: R2 Capital Partners Inc. is focused on developing meaningful, long-lasting and mutually beneficial relationships. It will be incumbent upon you to maintain and build the reputation of the firm by being responsive, delivering clear communication, timely service and taking ownership of your work product.

Location: Work remotely, with the ability to travel

Employment Type: Full-time

Compensation: Salary or Contract

Schedule:

- 40-hours per week, with the option for more.

r2capital.ca

Tasks:

1. Complete MPR's each month
 - a. Cross-reference monthly statements with Bank Deposits
 - b. Cross-reference Airbnb & STR payouts
2. Return damage deposits
3. Schedule contractors
4. Schedule internet install
5. Create internet accounts
6. Setup utility and tax accounts
7. Apply for insurance
8. Create reminders
 - a. Develop a plan for annual items - calendar notifications for contract renewals (property managers, utilities, insurance, leases, etc).
9. Prepare/organize documents for financing
10. Standardize Dropbox, Google Workspace, Monday.com
11. Schedule appointments, confirm meetings
12. Source third-party contractors for R2 and its subsidiaries
13. Create social media content, or publish posts
14. Monitor company phone line
15. Monitor company email
16. Plan/schedule company events
17. Create listings, google ads, parking
18. Website updating
19. Purchasing furniture/decor orders
 - a. Interior design
 - b. Saving purchases correctly to dropbox
20. Bank account audit - deep dive on bank accounts, make sure we're not over-paying for items, duplicate payments, reducing bank overcharges, bills, taxes, etc. double-check all deposits/income lines
21. Ensure all tax reporting is on time from the bookkeeper (reports to be sent out to investors/partners)