



Title: Accounts Receivable, Administrative Agent – Temporary 1 year

Location: Montreal or Quebec, QC

1 year contract with possibility of a permanent contract

About Pure Industrial

Headquartered in Toronto Canada, Pure Industrial is one of Canada's leading providers of industrial real estate. Pure offers its customers fully integrated, full-serve solutions that are critical for the Canadian supply chain.

Pure Industrial acquires, develops, leases and manages a portfolio of high quality, strategically located industrial real estate across Canada. We currently have over 26 million square feet and more than 220 properties in our portfolio. On March 1st, 2022, Pure acquired the industrial portfolio from Cominar, which entails more than 180 properties (15M sq ft) across Quebec.

Pure Industrial is a portfolio company of Blackstone and Ivanhoe Cambridge which provides the Company access to a broad knowledge base, expertise and support.

Role Summary

The administrative agent will be responsible for following-up on accounts with clients under their responsibility, and to ensure efficiency while performing all other tasks related to accounts receivable.

Core Responsibilities

- Collect rent and other unpaid bills from clients (tenants);
- Resolve collection issues and negotiate payment agreements according to rules pre-established by the business;
- Make agreements and find solutions with clients demonstrating a capacity for rehabilitation;
- Document correspondence with clients in the system;
- Analyze account issues and prepare communications (in French and English) to clients for amounts due;
- Determine accounts at risk and follow up on these files with the supervisor;
- Perform accounting tasks related to accounts receivable;
- Perform cash receipts and data entry in the Yardi software.

Required Skills and Experience

- DEC, training and/or relevant experience in accounting;
- Minimum experience of 5 years in the field of accounts receivable and collection;
- Knowledge of the Yardi system an asset;
- Knowledge in the real estate field an asset;
- French/English bilingualism (spoken, read and written);
- Autonomy and resourcefulness;
- Ability to work in a team and support other functions within the department;
- Knowledge of Excel software and Microsoft Office Suite;
- Recognized communication skills;
- Thoroughness and attention to detail;
- Ability to work under pressure and meet deadlines.

Interested applicants should send their resumes to: talent@pureindustrial.ca