



Real Estate & Planning Advisors Inc.

■ REAL ESTATE APPRAISAL ■ EXPROPRIATION/LITIGATION ■ LAND USE PLANNING

Address : 100 Allstate Parkway, Suite 502, Markham, ON, L3R 6H3 Telephone : 905.695.0357

Heather Kelly
Email: hkelly@gsiadvisors.com
www.gsiadvisors.com

Heather Kelly

Office Manager

Heather Kelly joined our appraisal and planning firm in 1999. In her role as Office Manager, she efficiently oversees our day-to-day operations and ensures deliverables in often tight timelines. She is the main point of contact for client inquiries.

Prior to joining gsi Real Estate & Planning Advisors Inc, Heather served as the court administrator in the (former) City of North York's Legal Department.

RESPONSIBILITIES

- Provide administrative support to the President, Appraisers, Planner and Research Assistants
- Coordinate workflow assignments
- Administer accounts payable and accounts receivable
- Manage payroll, taxes, expense tracking and invoice reconciliation
- Maintain all corporate records
- Administer the firm's digital filing and document management system
- Liaise with I.T. support to troubleshoot hardware and software issues and provide solutions
- Provide general research assistance and gather background material
- Draft and respond to correspondence
- Assist in the gathering of information for the preparation and submission of Bids
- Proofread reports, letters and other documents
- Coordinate meetings, site visits, and travel arrangements

