



## **Who We Are**

We are a diversified real estate development and asset management company. We own and manage over 4 million square feet of gross leasable area, including 39 properties owned by Melcor REIT. We strive to be the property owner of Choice in our markets by providing outstanding customer care and dependable, high-quality service to our clients.

## **We Are Looking For**

A Property Manager who will provide exceptional customer care to our tenants and oversee a portfolio of high-quality properties.

This full-time, permanent position reports to the General Manager and is a key member of our team.

## **What You'll Do**

Manage the day-to-day operation of your portfolio including:

- Daily operational activities, including monitoring routine property operations and addressing unexpected maintenance and operational issues.
- Monitor budgets and approve invoices.
- Establish and nurture effective working relationships with tenants, staff, and contractors.
- Coordinate maintenance requests, address issues promptly, and prioritize tenant satisfaction.
- Facilitate leasing objectives and onsite needs of leasing personnel.
- Offer guidance to operations managers and team in alignment with the monthly and quarterly targets established by the Director of Property Management.
- Develop annual operating expense budgets and 5-year capital forecasts for properties in the assigned portfolio.
- Successfully manage property budgets and capital projects.
- Oversee and manage operating expenses related to property.
- Conduct regular onsite inspections, supervise property maintenance, identify opportunities for preventative maintenance, and ensure properties are maintained in optimal condition.
- Manage bids and contracts.
- Supervise and manage the revenue process including rent billings, collections.
- Look for ways to improve and optimize revenue streams from each property in the assigned portfolio.
- Prepare quarterly variance reports.

## **About You**

- You have 3+ years of experience in Commercial Property Management or Commercial Real Estate.
- You have a working knowledge of:
  - Lease documentation
  - Budgeting/financial processes
  - Managing office and/or retail properties
- You have a post-secondary degree or diploma in Business or relevant experience
- You possess strong interpersonal skills and can build lasting business relationships
- You work calmly under pressure while maintaining a sense of urgency
- Your communication, conflict resolution and project management skills are exceptional
- You have a proficiency in software platforms such as Yardi, JD Edwards, Angus, Microsoft office.

## **Where People Want to Work**

If you are passionate about building meaningful relationships, dedicated to maintaining high-quality properties and you meet or exceed our qualifications, please submit your resume to [careers@melcor.ca](mailto:careers@melcor.ca) quoting "Property Manager" in the subject line.

Your submission will be reviewed carefully, however only those selected for an interview will be contacted.

Melcor is an equal opportunity employer that is committed to the principle of diversity and looks forward to receiving applications from a wide range of people.