



## **EXCITING OPPORTUNITY**

### **Senior Commercial Property Manager**

**avenue living**, a fast-paced, fast-growing owner and operator of commercial and residential buildings in Western Canada, is seeking a senior commercial property manager to join our Calgary Head Office. Backed by our entrepreneurial spirit, passion and commitment to great customer service and satisfaction, we have acquired a portfolio in excess of 6000 apartments since our inception in 2006 and are continuing with this aggressive growth plan. To support this growth we are seeking to welcome the right candidate into our family. *Our people are our unique business advantage.*

#### **Who you are:**

Self-motivated, highly deadline and detail orientated, you have a history of success in commercial property management. You are recognized for your ability to build strong working relationships with the property management team, tenants, vendors, contractors and senior management as needed to resolve challenges and implement new initiatives.

The Senior Commercial Property Manager position supports and assists in the management of commercial real estate. The manager is involved in all aspects of the operations of the property including accounting, tenant and vendor relationships, capital reporting, budgeting and forecasting. The successful candidate will be responsible for working in collaboration with the tenants and avenue living team members to maximize income and enhance long term asset value through proactive management efforts.

#### **Your Responsibilities:**

- \*Maintain positive tenant relationships through professional and effective responsiveness and consideration of tenant issues, thereby ensuring that tenant expectations and landlord criteria are being consistently met.
- \*Assist in the preparation and implementation of initiatives to increase and uphold the quality and effectiveness of tenant relations
- \*Act as a direct tenant liaison to ensure that all tenant activity and landlord work are well coordinated, organized and managed and that all lease obligations are fulfilled.
- \*Responsible for all relevant tenant communication and events.
- \*Ensure insurance and contract files are complete, accurate and current
- \* Implementation of contract services and administration as well as shared responsibility for vendor selection.
- \* Tracking third party management requirements and reporting on needs on a defined schedule (daily, weekly, and monthly)
- \* Create marketing programs to promote properties and their services and ensure optimal occupancy.



- \* Responsible to bill back operating costs and partner with the accounting team to ensure reporting accuracy and timeliness.
- \* Develop leasing budgets, leasing and capital plans as well as resolve tenant issues and manage renewals
- \* Assist with managing all current and future capital projects on commercial assets with the Director of Capital Projects.
- \* Prepare analysis of properties considering financial indicators, market analysis and long term project plans.
- \* Regular property site visits.
- \* Responsible for building revenue and expenses including operating within a yearly budget.
- \* Meet with stakeholders (tenants, operations team, vendors and senior management) as need to review and provide support to resolve challenges and implement new initiatives.

### **Your Skills**

- \* Minimum 10 years' experience in commercial property management.
- \* Accreditation from a recognized property management program is mandatory.
- \* Ability to deliver excellent customer service at all levels of the organization and with external partners and clients.
- \* Contract administration experience required
- \* Strong knowledge of commercial real estate documents and the lease process
- \* Advanced working knowledge with triple net leases and strong understanding of lease clauses and terminology.
- \* Excellent communication (both verbal and written), negotiation and analytical skills and consistently exhibit a high level of professionalism.
- \* Ability to develop and sustain strong relationships, be results orientated and resourceful
- \* Demonstrated ability to manage multiple tasks with concurrent deadlines and time requirements. Must be able to meet deadlines without compromising accuracy, quality or attention to detail. Past proficiency in goal and project time attainments is a must.
- \* Strong organizational, time management, and project management skills with a demonstrated ability to work both independently and within a team environment.
- \* Advanced expertise in MRI an asset
- \* Strong skills in Microsoft Office applications (MS Word, Excel, Outlook)
- \* Minimum 50% travel requirement to various sites.
- \* Must have valid driver's license and a reliable vehicle
- \* Ability to successfully complete a criminal background check

### **What we offer**

Very competitive base salary  
Competitive Health Benefits package  
A leadership team dedicated to every employee's development and success  
Challenging team work environment  
Exciting opportunities in a dynamic and rapidly-expanding company  
Opportunities for career growth and progression within the company



Our commitment is to our people...because it is our people that decide our direction through hard work, a passion for customer service and always keeping in mind that we are part of a team. Together we succeed.

*If you are ready to join a dynamic, growth-oriented company:*

**APPLY TODAY**

Apply online or by email to [careers@avenueliving.ca](mailto:careers@avenueliving.ca) and state the title and location of the position you are applying for.

**\*\*\*Only those candidates determined to be fully qualified for the position noted above will be contacted for interviews.**

avenue living is an equal opportunity employer and encourages applications from all qualified individuals. avenue living's hiring policy is to recruit and select the best applicant for employment solely on the basis of their qualifications for the position. avenue living does not discriminate against applicants based on race, national or ethnic origin, colour, religion, age, sex, sexual orientation, marital status, family status, disability or a conviction for which a pardon has been granted.