



Job Title: Property Manager (14 Month Contract) – CF Richmond Center

Job Code: (2019-7609)

Location: Richmond, BC

Apply Online: https://www.cadillacfairview.com/en_CA/careers/current-opportunities.html

Closing Date: August 30, 2019

Property Manager (14 Month Contract) – CF Richmond Center

THE CHALLENGE

To become a key and influential member of an existing property management team while gaining experience and knowledge required to become a General Manager, and assist the General Manager in overseeing every aspect of the property. **Please note this is a 14 month contract with some benefits. The role is located in Richmond, BC.**

WHAT YOU'LL DO

- Manage the activities of all direct reports to ensure the timely achievement of department goals, within prescribed policies, procedures and standard business practices
- Provide leadership to all team members when the General Manager is absent or as required by the business
- Work closely with Operations, Marketing and Security & Life Safety Managers to ensure effective execution of all operational programs and ensure effective communication practices are developed and implemented
- Provide regular motivation and mentoring to all staff to encourage on going professional development for succession planning purposes
- Monitor expenses on a monthly basis by reviewing actual performance against budget and conducting a monthly variance analysis to determine reasons for variance and recommend methods to the General Manager to address the situation in order to ensure expenditures remain within prescribed budgets
- Assist the General Manager in ensuring that all programs related to the overall operation of the Centre are implemented in a timely efficient manner by regularly reviewing the execution of areas such as, but not limited to, marketing, preventative maintenance, energy management, environmental management, waste management, landscaping, pest control, property security, snow removal, parking lot and roof maintenance and rehabilitation, life safety systems, cleaning operations, tenant coordination, and Health & Safety to ensure cost effective facility management in compliance with all relevant legislation
- Lead key business projects, processes or procedures as identified by the General Manager and as needed by the business
- Assist the General Manager in developing the annual operating budget for all categories of expense and recovery by conducting thorough studies of all contracts, previous year's budget, repairs and upgrades and by controlling expenses
- Assist in maintaining accounts receivable at a minimum level through weekly reviews with the revenue coordinator and immediately initiating any necessary paperwork to ensure CF retains good cash flow and limits exposure to delinquent accounts

- Assist in the development and implementation of strategies for increasing sales performance and maximizing revenue
- Assist the General Manager in the promotion and implementation of various plans to assist and guide in meeting corporate and portfolio vision, mission and goals
- Respond to after-hours emergency calls by going to the site and taking the necessary actions required to ensure all emergency procedures are followed and the security of personnel and the property is maintained as required

WHO YOU ARE

- Excellent verbal and written communication skills Excellent interpersonal skills
- Strong analytical and research skills
- Demonstrated problem solving skills
- Proven leadership abilities and self-starter
- Practical judgment and decisive manner
- Positive attitude and respond to emergencies
- Good ability to work efficiently under pressure
- Team player attitude
- Client first focus

WHAT YOU NEED TO SUCCEED

- Undergraduate degree at an accredited university
- Enrollment in FMA or RPA or Shopping Centres Managers Course or equivalent
- Progressive levels of retail or business responsibility
- Minimum of 5-7 years of experience in people leadership role
- Thorough knowledge of: All aspects of Shopping Centre Management including administrative, accounting and related procedures; General maintenance procedures
- Computer literacy and proficiency with: Word, Excel, PowerPoint,

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At Cadillac Fairview we have been transforming communities for over 50 years. We are so much more than our properties. We are building leaders at all levels. We offer the challenge of interesting work, a great organizational culture, the opportunity to collaborate with the best in the business, and support for your growth and development. We reward values-based behavior and superior results with a competitive rewards package that includes best-in-class benefits and pension. Imagine a place where you can make a difference!

WHY YOU SHOULD JOIN US

At Cadillac Fairview, we believe that people are core to our success. You'll join a diverse community and award-winning team, where your talent and commitment to excellence are welcomed, valued and respected. Are you up for the challenge?

CF is committed to creating a diverse and inclusive environment. If you need accommodation during the recruitment, assessment, and/or selection process, please notify your CF contact or email cfcareers@cadillacfairview.com.