

Matrix Search Group is a dynamic Real Estate Talent Expert with over sixteen successful years. We have refined our people centric approach which ensures that we evaluate the unique nature of the individual and the key dynamics of each client. We implement a highly systematic approach. We begin by tapping into our broad base of knowledge cultivated from our vast experience, connecting people to ideas and ideas to people. From this platform of intelligence, we connect clients to candidates and candidates to clients, ultimately enabling us to create sustainable relationships. In addition, we are steered to preserving a boutique environment and the leadership mindset. We deliver a personal touch with a commitment to integrity, diversity and relationships.

Matrix Search remains true to our industry areas of expertise which include construction, leasing, real estate investments, operations, accounting, legal, asset and property management sectors.

We are seeking a **General Manager, Retail** to join our Client's team. In this role you will be reporting directly to the Director of Operations. Our Client is one of Canada's top Real Estate and Property Management firms. Competitive benefits, flexible hours and recognition of the importance of career development are offered. This is a senior level position, and is a great opportunity for a skilled Property Manager looking to move into a leadership role. Salary range for this position is \$100,000 – \$130,000 based on level of industry exposure. Our Client is an advocate for diversity and recognizes the value of leadership.

RESPONSIBILITIES

- Provide information for the capital budget to be presented to Senior Management
- Develop and manage the Annual Budget, forecast revenue and expenses for the property, and develop proper strategies to meet cash flow objectives
- Responsible for aligning the company and the property's goals to minimize accounts receivable balances
- Responsible for overseeing the development and effectiveness of key department managers, Marketing Director, Retail Manager, Operations Manager, Security Supervisor and Office Support Staff and building a program to continue mentorship and development
- Oversee and coordinate interviewing, employment, training, performance appraisal, wages and salaries, and termination of personnel as needed
- Responsible for the development and implementation of preventative maintenance, housekeeping, landscaping and repair programs as well as maintaining a program for the conservation of energy, utility costs and retention on billing energy charges to tenants
- Create and maintain an environment to foster positive tenant relations while adhering to property operating rules through a program of education

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- Develop relationships with town, city or provincial agencies and departments as well as local charitable organizations that have jurisdiction over, or are involved with the property
- Maintain a safe and secure environment, minimize security incidents, work in accordance with established procedures
- Responsible for CAPEX projects and renovations in accordance with Landlord's Tenant guideline package and requirements
- Respond promptly to all insurance recommendations and take appropriate action, provide the annual Strategic Overview schedule
- Prepare and present formal monthly status reports for owners to be reviewed by clients and senior management
- Ensure that the marketing plans for the centre as developed by the Retail Manager are executed effectively, assist the Leasing department, provide local and regional Leasing assistance, knowledge and support
- Ensure implementation of and on-going compliance for the company as required in all areas
- Inspect property on a daily basis, noting and implementing correction of all deficiencies

QUALIFICATIONS

- Minimum 3-5 years of property management experience in commercial, retail shopping centre setting with leadership or supervisory ability
- Post-secondary degree or diploma or equivalent supplemented with courses or certification in property management; CPM, RPA, CSM or equivalent is preferred
- Must have a valid real estate or achieve license within 6 months of employment
- Flexible with the ability to deal with multiple priorities, and remain positive under pressure
- Excellent written and verbal communication skills
- Solid leadership, contract management and computer skills (Advanced knowledge of Word and Excel)
- Ability to understand and manage overall functions in operational capacity and strategically
- Responsive with a positive attitude when dealing with colleagues, internal and external clients and ability to demonstrate strategic thinking
- Individual should possess awareness and some track record of green initiatives
- Solid knowledge of all building systems and preventative maintenance
- Must be highly organized with attention to detail and willing to learn new responsibilities
- Individual should be highly self-motivated and have the ability to take the initiative



- Ability to work both within a team environment and independently with little supervision
- An REIC designation or working toward an REIC designation would be an asset

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- Twitter: @matrixsearch
- LinkedIn: www.linkedin.com/company/matrix-search-group

If you are interested in this position and would like to join a successful and dynamic organization, please forward your resume in Word format to:

resumes@matrixsearch.ca or please call 416.703.3400

We thank all the candidates for their interest, but only those under consideration will be contacted.

Matrix Search Group is a strong advocate for diversity and is an equal opportunity employer.

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