

JOB OPPORTUNITY

2019 - 04

Title: Assistant Property Manager
Location: Crowfoot Crossing & Crowfoot Business Centre, Calgary AB
Reporting To: Senior Property Manager

Duties & Responsibilities:

- Assist the Property Manager in overseeing all aspects of property operations including:
- Preparation of annual operating budgets, strategic plans and monthly reconciliation/reporting. Assist with long range and strategic planning for the Centre.
- Completes monthly and quarterly reports, as required, including, preparation of management reports and summaries (monthly, quarterly and annually)
- Direction and management of all departmental record keeping ensuring conformity to Cushman & Wakefield Asset Services. Interface, support and assist as required with all other property departments in the interest of efficient administration.
- Liaise with the Property Manager and, where required, with all relevant site and head office departments in the interest of efficient and expeditious completion of all assigned tasks.
- Review existing contracts with Property Manager and assist with contracts negotiation as required.
- Liaise with Security to ensure all follow-up with Insurance Adjusters and Risk Management Department occurs to ensure claims and issues are fully addressed.
- Liaise with Operations, Maintenance and Housekeeping and keep up to date with all procedures for cleaning and maintaining the Centre, as well as preventative maintenance, service and repair issues, including HVAC, garbage removal, energy management, etc. and ensure Tenants' maintenance obligations are fulfilled and help ensure that all covenants of the Tenants lease of an operational nature are adhered to.
- Liaise with Tenant Coordination to ensure proper administrative support available and to help ensure that Tenant drawing submissions to insure compliance with the Landlord's Design Criteria and monitor Tenant construction activity, ensuring compliance with approved plans and building code. Also help in the preparation of "as built" information and organize the keeping of these records on site.
- Manages the tenant relations function, including the timely collection of rent, adherence of tenants to lease obligations within established property rules and regulations and resolution of tenant issues of low to moderate complexity, in order to maintain positive relationships with tenants. Develop and implement customer service initiatives aimed at improving/enhancing retail and office tenant experiences.
- Development of positive relationships and communication with local government, civil and real estate industry officials;
- Liaise with potential tenants, third party or in-house leasing for vacant space within the property;
- Maintain documentation for short term agreements.
- Oversee the day to day operations of the parkade and surface lot, including ensuring the parkade is at all times in proper operating condition, clean, and presentable.

- Ensure tenants monthly reserved and unreserved parking obligations are maintained and proper records are kept including parking agreements, access cards, hang tags etc.
- Manage the third party parking management contracts and ensure all obligations under the contracts are being met by the Contractor.
- Other tasks as directed by Property Manager

Skills & Experience Required:

The successful candidate will possess:

- Minimum of three (3) years of property management experience and office experience (preferably in a mixed use centre or shopping centre or retail environment or office environment), or a university or college diploma in Business Administration;
- Knowledge of accounting principles, budgeting and forecasting.
- Creative problem solving skills, along with the ability to multi-task and effectively balance multiple priorities.
- A high level of energy and creativity is a must;
- Strong organizational and supervisory skills;
- Excellent leadership, inter-personal, communication and conflict-resolution skills;
- Self-motivated, diplomatic, innovative and able to take ownership of and accept new challenges;
- Highly developed computer and software skills (Windows Office Suite)
- Able to work in a “Team” environment.
- Must be able to provide clear criminal record check

If you, or anyone that you know of, are interested in applying for this position, please forward your resume, not later than Jan 15, 2019 to:

Cushman & Wakefield Asset Services ULC
Suite 900 – 333 – 7th Avenue, S. W.
Calgary AB T2P 2Z1

Fax: (403) 441-4902
Email: C10resumes@cushwake.com