

**JOB OPPORTUNITY
2019 - 13**

TITLE: General Manager
LOCATION: Cornwall Centre, Regina SK
REPORTING TO: Regional Director & Vice President - Retail

Currently undergoing a re-development, Cornwall Centre is a regional, enclosed shopping centre located in the heart of downtown Regina. With over 80 stores & services, Cornwall Centre offers a unique shopping experience with first-to-market brands like H&M, lululemon athletica, Bath & Body Works, American Eagle Outfitters, Sephora and Hudson's Bay.

POSITION SUMMARY:

The position of General Manager is responsible for all aspects of the property management program including daily operations, security, specialty leasing, marketing and all related reporting.

DUTIES & RESPONSIBILITIES:

- Prepares, monitors and controls the Annual Operating Budgets to ensure that resources are utilized effectively, and operational needs and objectives are met.
- Maximize operating cash flows through specialty leasing programs and by sourcing potential local/regional tenants to improve merchandising mix.
- Manage capital planning through ongoing reviews of the building and all related equipment and improvements to reduce the owner's exposure to irregular cash requirements.
- Ensure recruitment, development and motivational programs for all personnel with particular emphasis on department heads and administrative personnel.
- Management, through Department Heads, of administrative, marketing, operations, security, specialty leasing and customer service personnel;
- Ensure, through management of operations staff, that building systems (HVAC, Life Safety Systems, etc.) within the Shopping Centre are properly maintained to provide Tenants with consistent and high-quality services, all within budget guidelines.
- Monitors and approves marketing and specialty leasing activities within the Shopping Centre and make recommendations to increase effectiveness (ie. Increased foot traffic and revenues).
- Ensure tenant meetings and customer service programs are in place to document/respond to tenant and customer inquiries and complaints.
- Develop relationships with municipal and provincial persons and be the properties' representative on appropriate committees and organizations.
- Foster relationships with local industry and BOMA members to maintain awareness of competitor activity and/or potential assets for purchase.
- Ensure that all operations are conducted with a view to securing and further developing owner investment;
- Ensure that all personnel are conducting their responsibilities in accordance with company policy and governmental requirements; including applicable Health & Safety legislation.
- Other duties and projects as required.

SKILLS & EXPERIENCE REQUIRED:

- Minimum of ten (10) years of retail/office management experience and relevant post-secondary education;
- Real Property Administrator (RPA) or Certified Property Manager (CPM) designation, or in progress;
- An active Real Estate License, or in progress;
- Prior experience with property re-development projects would be considered a definite asset;
- Excellent leadership and communication skills; experience in managing a team of professionals, including employees and contractors;
- Strong attention to detail and organizational skills;
- Be self-motivated, diplomatic, innovative and able to accept challenges;
- Strong computer skills with a proficiency in all Microsoft Office programs;
- Leasing experience would be an asset;
- Able to work in a 'Team' environment;
- Must be able to provide a clear criminal background check.

If you or anyone that you know of is interested in applying for the position, please forward your resume, by April 2nd, 2019, to:

Terry Napper
c/o Cushman & Wakefield Asset Services ULC
Cornwall Centre
202, 2114 - 11th Avenue
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