

WESGROUP

Property Manager

Downtown Vancouver

Wesgroup Properties started as a family business in British Columbia more than 50 years ago and today is one of Western Canada's largest private real estate organizations with a diversified portfolio spanning residential and commercial real estate in most asset classes. Wesgroup owns and manages over 2.2 million square feet of commercial property and has built more than 6000 homes in 100 communities.

Wesgroup is seeking an experienced Property Manager to join its Property Management team. The Property Manager will be an integral part of the team, interacting with other Property Managers, Accounting, Technicians and tenants. The Property Manager will manage a mixed portfolio of office, industrial and retail properties. This role will report to the Director of Asset Management and will consist of, but not be limited to, the following:

Job Responsibilities:

- Work closely with Development and Construction staff on new projects to ensure that needs of tenants and Asset Management are provided and not overlooked
- Review when requested all leases with potential tenants on new and existing projects
- Review existing management procedures and provide recommendations
- Work closely with and provide recommendation for our operations staff
- Professionally and courteously handle all inquiries, feedback, complaints or concerns; ensure a high level of tenant relations is maintained through regular contact and proactive attention to tenant needs
- Administer, manage and ensure compliance of the terms of all tenant leases
- Liaise with Asset Managers to establish annual strategy for the property, including but not limited to recommendations for marketing and leasing activity, building upgrades, and tenant retention initiatives
- Develop, administer and submit annual operating and capital budgets
- Authorize work and purchase orders to approved limits; review and approve invoices according to standard policies and procedures
- Approve payables and establish priorities of payment when necessary; review receivables and contact tenants to collect rents in arrears
- Review and approve CAM and operating expense reconciliation
- Review monthly financials and prepare comments, recommend corrective action as necessary
- Develop and maintain building procedures and supervise building operations, utilizing building staff as appropriate
- Conduct property inspections
- Develop and maintain long range plans (rehab/modernization), including maintaining knowledge on competing properties
- Participate and establish Special Projects (i.e. BOMAbest, Energy and Sustainability)

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Qualifications and Knowledge:

- 3 - 7 years of experience managing a mixed portfolio of office, industrial and retail properties
- Excellent organizational, time management and prioritization skills including the ability to multi-task with competing priorities
- Excellent understanding of business professionalism and the ability to work effectively under pressure within a fast-paced team environment
- Exceptional interpersonal and communication skills (both verbal and written) are required
- Positive attitude and a desire to help others
- Strong computer skills and proficiency in MS Office applications including Outlook, Word and Excel
- Knowledge of Yardi would be beneficial

We will provide a competitive salary and benefits package for the right candidate as well as a professional and rewarding working environment. If you are interested in this exciting opportunity please visit our website at www.wesgroup.ca/careers/ and apply with your resume and cover letter.

We thank all applicants for their interest however only those selected for follow-up will be contacted.