

## SENIOR PROPERTY MANAGER

We are looking for a Senior Property Manager working with our Commercial team at our Head Office located in downtown Vancouver. Reporting directly to the VP, Asset Management, the Senior Property Manager position is responsible for ensuring the optimal performance and profitability of a portfolio of revenue producing real estate properties of Peterson Commercial. If you are positive, driven, and hardworking, we want to hear from you!

### Responsibilities:

- Ensuring buildings are consistently well-maintained and operating in compliance to all applicable regulatory requirements on a cost-effective basis;
- Ensuring the image/look of the buildings consistently meets the expectations of the targeted customers/tenants and keeps them competitive in the marketplace;
- Managing operating costs, coordinating service contracts, ensuring work orders, renovations and capital projects are completed within budget and to satisfaction of client;
- Supervising property management and administrative employees ensuring that they have a productive and healthy work environment and effective, reliable, well-maintained equipment to work with;
- Overseeing and instructing onsite personnel engaged in the maintenance or improvement of the building;
- Conducting periodic surveys with customers to ensure we know their key value indicators/preferences;
- Taking corrective actions as required for needed improvement on a timely and cost-effective basis;
- Preparing budgets, monitoring expenditures and costs to make decisions that will be both cost-effective and meet the needs of the customers/tenants;
- Conducting onsite visits to properties and building rapport with tenants and owners ensuring they are satisfied with the level of service.
- Developing and administering the operating and capital budget, subject to owner approval, for the portfolio of properties to ensure the building operates as budgeted;
- Overseeing the management of the property financials, including the collection of rent, the resolution of arrears, and the reporting of financials;
- Reviewing financials for accuracy and preparing analysis for owners, reporting on variances or exceptions;
- Using all reasonable efforts to manage, repair and maintain the property in efficient and satisfactory manners that maximize the cash flow from the property; Delegating the maximum amount of work, with trust and accountability, and optimizing the engagement and development of personnel;
- Ensuring that all staff respect Peterson's personnel policies and that supervisors receive training to implement them properly; and
- Using Peterson's people management systems (recruitment and selection; training and development, communications, involvement and feedback; performance management and continuous improvement).

### Qualifications:

- Completion of a Bachelor's Degree, preferably in Business Administration or Urban Land;
- Valid Rental Property Management License under the Real Estate Council of BC;
- Minimum 10 years' experience:
  - Managing a portfolio consisting of office and retail properties and delivering excellent customer service;
  - Managing financial budgets and reporting and analyzing on financial data;
  - Applying knowledge and interpreting information from Lease and Management Agreements; and
  - Providing direction, guidance and supervision to other team members when required.



- Ability to develop positive and professional relationships using strong verbal and written communication skills;
- Observing a high level of professionalism and ethical conduct.

Start challenging yourself today in an environment that embraces diversity and rewards innovation with competitive pay and great benefits.

To apply for this opportunity, send your resume and cover letter to [hr@petersonbc.com](mailto:hr@petersonbc.com). Please note only Microsoft Word documents or PDF's will be accepted.

While we thank all candidates for their interest in joining our team, we will contact only those short-listed for an interview.