

PROPERTY MANAGER

We are looking for a Property Manager working with our Commercial team at our Head Office located in downtown Vancouver. Reporting directly to the Senior Property Manager, the 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 building(s) are well-maintained and operating in compliance to all applicable regulatory requirements on a cost-effective basis;
- Ensuring the image of the building(s) consistently meet the expectations of the targeted tenants;
- Managing operating costs, coordinating service contracts, ensuring work orders, renovations and capital projects are completed within budget and to satisfaction of client;
- Working with building technicians and property managers to assist tenants with maintenance and lease issues, including maintenance projects, common area building upgrades, tenant build outs or interior/exterior repairs;
- Taking corrective actions for needed improvement on a timely and cost-effective basis;
- Preparing budgets, monitoring expenditures and costs to make cost-effective decisions that meet the needs of the customers/tenants;
- Conducting onsite visits to properties and surveys to building rapport with tenants and owners ensuring they are satisfied with the level of service;
- Preparing and administering the approved operating and capital budgets for the assigned portfolio, including the five (5) year Capex plan;
- Managing capital projects to optimize the profitability of Peterson's assets;
- Reviewing financials for accuracy and preparing analysis for owners, reporting on variances or exceptions;
- Overseeing management of property financials, including the collection of rent, the resolution of arrears, and the reporting of financials; and
- Managing, repairing, and maintaining the property in efficient and satisfactory manners that maximize the cash flow from the property.

Qualifications:

- Completion of a College diploma/certificate
- Valid Rental Property Management License under the Real Estate Council of BC;
- Strong proficiency with Microsoft Office;
- Minimum 3 years' experience managing a portfolio of office and retail properties and delivering excellent customer service;
- Responsibility managing financial budgets and reporting and analyzing on financial data;
- Building positive and professional relationships with a variety of people being proactive, results-orientated and resourceful in work;
- Communicating clearly and concisely both in verbal and written communication;
- Applying knowledge and interpreting information from Lease and Management Agreements; and
- 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. 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.