



**PINNACLE
INTERNATIONAL**

Commercial Property Manager

Pinnacle International is one of Canada's leading builders of luxury condominium residences, hotels, and commercial developments. Based in Vancouver, BC, Pinnacle has been involved in the development, design, construction and management of their projects for over three decades. Pinnacle's projects have contributed to the development of communities, and enriched these neighborhoods through complementary architectural expressions.

We have an exciting opportunity to join our in house property management team as a Commercial Property Manager.

Responsible for the day to day management of a large portfolio of industrial, office and retail properties, this position requires a passionate and entrepreneurial candidate who excels in a fast paced environment.

Along with opportunity for growth, this position provides a unique chance for exposure to many aspects of the organizations operations.

Responsibilities of the position include:

- Provide excellent customer service to our tenants.
- Develop and maintain positive relationships with tenants, contractors and vendors and other stakeholders involved in the management of our properties.
- Obtaining bids for regular and annual maintenance of the subject properties.
- Establish and consistently monitoring service contracts for each property in the assigned portfolio.
- Perform tenant move in and out inspections.
- Processing AP efficiently following established procedures.
- Preparing and manage operating and capital budgets for subject properties.
- Conducting frequent site visits to ensure the properties are maintained in a first class manner.
- Collection of outstanding AR.

Qualifications:

- Self-motivated, detail oriented individual.
- Ability to thrive in a fast paced environment.
- Previous experience in property management required.
- Excellent communication skills.
- Own vehicle (mileage reimbursement provided)
- Managing broker's license an asset.

A MEMBER OF THE PINNACLE INTERNATIONAL GROUP

SUITE 300 – 911 HOMER STREET • VANCOUVER, B.C., CANADA • V6B 2W6 TEL: (604) 602-7747 • FAX: (604) 688-7749



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What to expect from us:

- Competitive salary.
- Comprehensive extended health, and dental benefits.
- An exciting and fast paced work environment.
- Cell phone allowance, mileage reimbursement.
- Excellent career growth opportunity.

For consideration, forward your cover letter and resume along with salary expectations to swalmsley@pinnacleinternational.ca

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