

## Senior Asset Manager, Real Estate

At Nicola Wealth, our clients deserve the best. The same goes for our people. We invest in our employees in order to support our business through a period of significant growth. As a **Senior Asset Manager**, you will help our clients get the best that Nicola Wealth has to offer, and you will receive the same in return.

By bringing together smart, dedicated, high caliber colleagues from diverse backgrounds, we deliver extraordinary client service in a truly dynamic work environment. The collaboration, creativity and entrepreneurial spirit we were founded on provides the opportunity for incoming employees to make a real impact. We are passionate about our business and our culture, and are looking to attract, retain and develop individuals who have that same drive.

We are looking for talented, highly motivated individuals with exceptional experience who can embody our culture and values as a creative, collaborative and hard-working organization.

### Position Summary

We are looking for a Senior Asset Manager that will bring a proven track record in the real estate industry having worked in leading progressive organizations in asset management, property management, appraisal, brokerage or leasing roles. Your strong analytical, financial and negotiation skills will be required as will the ability to bring innovative, resourceful and creative ideas on how to best maximize value.

The continued growth of the business has led to the need for an additional Senior Asset Manager to join Nicola Wealth Real Estate's small but dynamic and growing team. Reporting to the Director of Asset Management, Real Estate, the Senior Asset Manager will have a chance to manage a diverse portfolio of properties in an organization that blends the advantages of a well capitalized investor group with those of a smaller, more entrepreneurial and agile organization. As part a small team, the successful candidate will have a chance to truly impact the business and also see the impact of their work.

Nicola Wealth is known for its culture and great people and as such, the new Asset Manager must be a highly collaborative, self-motivated, high performing team player capable of contributing to an award-winning organization.

### As a Senior Asset Manager, your main responsibilities will involve:

- Developing and executing strategic annual business plans, including performance forecasts.
- Maximizing the total return of each asset through the analysis of property efficiencies and identifying opportunities for improved performance.
- Developing and implementing asset repositioning strategies.
- Directing and working closely with third-party property managers in the development of annual operating budgets including capital investment programs, and the day to day execution and oversight of same.

- Monitoring assigned assets, including detailed review of monthly financial reports from property managers.
- Managing the activities of third party property managers to ensure that high quality services are provided to tenants.
- Guiding property managers regarding operational issues, including tenant relations, capital expenditures, collections and bad debts.
- Negotiating third party contracts, as required.
- Working with assigned leasing agents on marketing and leasing strategies. Providing lease administration support and negotiating lease renewals, as required.
- Undertaking detailed review of third party appraisals.
- Undertaking periodic property site inspections and reviews.
- Reviewing property tax assessments and directing appeals, as required.
- Overseeing insurance reporting and claims, as necessary.
- Ensuring the integrity, accuracy, consistency and completeness of third-party reporting (including financial statements, capital plans and amortization schedules, tenant recovery schedules, etc.).
- Assisting with acquisition due diligence activities including review of financial data, lease reviews and abstracts, and review of third party reports.
- Assisting with property dispositions.

### **As a Senior Asset Manager, your skills and qualifications will include:**

- Completion of Bachelor's degree or College Diploma in Business Administration, Real Estate, or related discipline
- A minimum of 10 years of experience in the commercial real estate industry
- Strong software applications skills (MS Word, Excel and PowerPoint); experience with SharePoint a plus
- Advanced understanding of real estate valuation methods
- Understanding construction fundamentals and project management is an asset
- Excellent communication, interpersonal, and presentation skills are critical to the role
- Outgoing, a strong industry network is an asset
- Has an entrepreneurial mindset, takes ownership of project direction
- Strong organizational & time management skills, and the ability to work and prioritize under pressure
- Experience with Yardi accounting software strongly preferred
- Some travel is required
- Must be legally eligible to work in Canada for any employer

## **TO APPLY**

Application closing date is **March 17, 2020**.

Please fill out the application form [here](#). Include both your cover letter and resume in your application.

Thank you for your interest in this position. We are an inclusive equal opportunity employer. For more information about this and other roles: [www.nicolawealth.com](http://www.nicolawealth.com)