



Concert Realty Services Ltd. – Manager, Investments

About Concert Properties

Putting people first is at the heart of the Concert story. We are deeply invested in improving the lives of the people who live and work in our communities, acknowledging that communities are more than just buildings. We focus on quality, consistency, and sustainability, and our business is driven by warm, passionate people who embody a desire to help each of us feel more connected to one another.

Since 1989, our real estate portfolio has grown to an asset value of \$6 billion and includes condominiums, rentals, seniors' active aging communities, industrial and commercial properties, and public infrastructure projects across Canada.

The Opportunity

Concert is continuing to grow in communities across Canada and we are looking for a Manager, Investments to join our team.

The successful candidate will be responsible for managing Concert's industrial & commercial income producing properties in Alberta through a strategic multi-disciplinary approach that combines asset management, leasing and financing.

The Manager, Investments will be reporting to the Director, Investments in Vancouver and will be based in Downtown Vancouver.

Responsibilities

- **Asset Management** - Work with the team on the investment and operations strategy for each asset to be managed, and then oversee the execution of the strategy, including annual budgeting and quarterly reporting, in collaboration with in-house and external property management and accounting.
- **Commercial Leasing and Tenant Relations Management** - Work with 3rd party leasing brokers to market and lease vacant industrial & commercial space, negotiate market-competitive and accretive lease transactions, and work with commercial tenants on renewals and other property matters.
- **Term Financing** - Manage and secure mortgage financing or renewals in line with each property's strategy.

Qualifications and Experience

- University degree, preferably in Real Estate, Business or Commerce.
- 5-10 years of relevant real estate experience with a strong background in leasing and/or asset management.
- An Alberta or British Columbia Real Estate license in good standing, or the ability to become licensed, will be required.

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- Experience and understanding of commercial leases and the leasing process, including drafting of offers and leases, and possibly working with tenants and the brokerage community.
- Thorough understanding of industrial and office properties in the Alberta market would be an advantage; building operations knowledge would be useful.
- Ability to apply logic and reasoning to analyze complex financial, legal and contractual matters, and to provide strategic solutions and recommendations.
- Ability to perform general real estate underwriting and valuation.
- Team player with an understanding of group dynamics and a track record of proactively managing tasks and responsibilities, as well as being a self-starter.
- Adept at multi-tasking on a diverse set of activities while working under pressure and tight deadlines.
- Highly developed written and verbal communication skills.
- Advanced computer skills with a high degree of proficiency in the MS Office suite of programs, especially Excel and Word; Yardi software experience would be an asset.

Why you should join Concert

We are a proud Canadian company, providing quality employment across the country and working together with the people we serve to realize our vision – building resilient, inclusive, sustainable committees.

Our success is based on our employees – on a passionate, talented team who value a collaborative culture, a desire for excellence and a willingness to give back. We truly value our team members and offer competitive pay, and comprehensive benefits and perk programs that support and promote employee health and wellness.

Join the Concert Team in building a people-first future!

If you are interested in this role and have the necessary qualifications, please kindly forward *your resume quoting the name of the position* in the subject line to: WebHR@ConcertProperties.com

Please be advised that only qualified, short-listed candidates will be contacted.

Thank you for your interest in Concert!