

Property Manager Job Description

The Property Manager will be responsible for administrative and management duties for a growing portfolio that includes commercial and light industrial holdings.

Primary Responsibilities:

- Negotiate and recommend for approval new leases and renewals. Ensure all lease terms are met
- Review supplier and contractor agreement providing services for repairs and maintenance, cleaning, utilities, and other special projects
- Act as a liaison between tenants, partners, customers, and property owner
- Supervise property administrators and other support staff
- Be main contact for space inquiries and tenant lease information
- Coordinate special projects including:
 - Preparation of budgets for capital expenditures for buildings
 - Act as a project manager on behalf of the owner to monitor project costs and progress
- Maintain property management records for the tenant and property owner
 - Develop and monitor annual operating budgets for properties
 - Provide monthly operating reports
 - Maintain and update tenant information
 - Review supplier agreements and recommend for owner approval
 - Administer to collect lease payments and damage deposits. Follow-up with delinquent accounts

Skills:

- Time Management
- Negotiation
- Communication
- Excellent written communication
- Project Management and Planning
- Budgeting
- Analytical
- Technical

Requirements:

- Completion of post-secondary school or training in related field would be an asset
- 3-5 Years of related experience
- Proficient in using property management software
- Experience with triple net leasing an asset

Description of successful candidate.

The candidate will be a property management professional with a minimum of 3-5 years' experience in the management of leasing and property management field. Be a dynamic team player with a desire to highlight the properties and make the development appealing to prospective tenants. Have a willingness to work with a finance team for reporting and budgeting processes. Be able to work with various leases and tenants occupying over 220,000sqft of space and growing.