
Commercial Property Manager

Winnipeg, Manitoba

Position Overview:

Reporting to the General Manager – Vice President, the Commercial Property Manager independently manages properties assigned to the incumbent within the Rancho commercial property portfolio. The position will be accountable to all tenants, management, and the public. The Commercial Property Manager will take charge and complete projects/commitments.

Key Accountabilities:

- Manages Rancho's asbestos control program for both commercial and residential properties within Rancho's Manitoba profile.
- Analyzes Hydro and Natural Gas consumption for all commercial properties, calculates individual tenant utility charges, and prepares invoices.
- Inspects and maintains awareness of building systems for all commercial properties, and acts as the point of contact for all emergencies (including after-hours emergencies).
- Reviews property tax invoices and conducts analysis of tenant lease agreements to determine how much to invoice tenants for their portion of property taxes.
- Collects quotes from 3rd party contractors for work to be completed to commercial properties, and issues purchase orders for those projects.
- Maintains positive and professional relationships with tenants by providing lease agreement clarification, dispatching maintenance requests, and responds to inquiries in a timely and professional manner.
- Negotiates and completes lease renewal agreements and evaluates tenant improvements.
- Responds to new tenant lease inquiries, and participates in the drafting of new lease agreements with potential clients.
- Creates advertising material for vacant commercial properties, as well as coordinating and creating digital reader board advertisements.
- Assists in financial reporting by completing annual operating budgets and capital project reports.

Education, Experience, & Qualifications:

- High School Diploma/GED/or equivalent is required.

- Registered Property Administrator (R.P.A.) designation or Certified Property Manager (C.P.M.) designation is preferred.
- 5 years' experience working in the commercial property management experience is preferred.
- Class 5 driver's license with access to a reliable personal vehicle is required.
- Strong time management skills and attention to detail.
- Able to handle multiple priorities and tight deadlines.
- Fully proficient in MS Office programs, with above average skills in Excel.
- Excellent analytical and mathematical skills.
- Strong communication skills – both written and verbal.
- Well-rounded skills working with computers, database systems, and other forms of information technology is preferred.

Working Conditions:

This role works primarily in an office setting during regular business hours. Travel to property sites within Winnipeg will be required on a frequent basis.

It is Rancho practice to request a criminal record check prior to finalizing the appointment of successful candidates.

About Rancho:

At Rancho, our mission is to build long-term relationships with our clients & partners by providing professional property management services for our commercial, residential and condominium property owners. Established in 1958, Rancho Realty Services, a family owned property management business has been serving clients for over 50 years.

Today Rancho has offices in Winnipeg, Calgary, Edmonton and Vancouver. We currently manage over 3,700 rental units and 33,000 condominium units. In addition, our commercial portfolio consists of 3.6 million square feet of office and retail space.

At Rancho our people make the difference. We offer competitive compensation packages including group benefits and RRSP match programs.

How to Apply:

If you are interested in joining the Rancho team, please submit your cover letter and resume to careers.winnipeg@ranchogroup.com.