



TOWERS REALTY GROUP

Towers Realty Group is a commercial, multi-family and condominium property management and development firm with a focus on Manitoba and Saskatchewan. We

believe that by delivering an exceptional experience and place to live and work, we maximize value for all of our tenants, owners, investors and employees.

We are committed to honesty, integrity, innovation, collaboration, respect and service excellence. At Towers we believe in providing an exciting and rewarding place to work through opportunities for growth and advancement as well as ongoing education and professional development.

We are currently seeking qualified candidates to join our Winnipeg office for the following position(s)

Job Title: Property Manager - Commercial

Company: Towers Realty Group Ltd.

Providing support to the Senior Property Manager – Commercial, the Property Manager – Commercial helps to ensure the effective and efficient operation of commercial property management department in keeping with Towers Realty Group standards at all times. Duties include but are not limited to:

- ◆ Tenant and owner relations
- ◆ Preparing annual budgets
- ◆ Analyzing financial information to report on variances
- ◆ Tendering and awarding service contracts for repairs and maintenance required
- ◆ Entering work orders, coding and approving invoices on a weekly basis
- ◆ Regularly inspecting properties, and other duties as assigned

The successful candidate must have the following qualifications:

- ◆ A few years of hands on commercial property management experience
- ◆ Strong computer skills including all Microsoft Office applications
- ◆ Be familiar with property management / accounting software – Yardi would be an asset
- ◆ Reliable vehicle and a valid driver's license
- ◆ Highly organized and team oriented
- ◆ Able to deal with difficult people and situations
- ◆ Above average written and verbal communication skills
- ◆ Able to prepare and analyze financial statements to report on variances
- ◆ Familiar with Tendering process for service contracts
- ◆ Ability to inspect properties, liaison with tenants and landlords on operational issues
- ◆ Have experience in reading and comprehending commercial lease terms and conditions
- ◆ Ability to prepare, organize and maintain both electronic and hard copy filing systems
- ◆ Must have the ability to work extended hours as necessary to complete job duties

Please submit cover letter stating salary expectations and resume with references in response to this ad, or by fax to: 204-956-5620 (Attn: L Saunders)

We thank all who apply, but only those selected for interview will be contacted. No phone calls please