



TRIOVEST

TRUSTED REALITY ADVISORS – CONNECTED MANAGEMENT



OPPORTUNITY PROFILE

| General Manager, Property Management, Commercial
Central Business Unit – Winnipeg

TRIOVEST AT A GLANCE

9 corporate office Canada-wide, 500+ employees, \$8+ billion portfolio under management, 37+ million square feet, 380 properties across Canada and \$4 billion under development.

VISION

Triovest will be recognized as the entrepreneurial leader in institutional real estate driving superior returns by combining local intelligence with deep expertise.

MISSION

Triovest creates sustainable places that enhance communities and enrich relationships.

VALUES

Triovest’s reputation is supported and maintained through a values-based corporate culture. Their core values lie at the heart of the organization and guide their business strategy execution.

<p>TEAMWORK: They communicate and work together to offer excellent service to our investors, clients, tenants, colleagues and shareholders in order to achieve our goals. They don’t let individual roles and responsibilities get in the way of team spirit and collaboration.</p>	<p>INTEGRITY: They will always do the right thing. They are impeccable with their word and communicate with honesty, respect and courtesy. They operate in an environment of transparency and professionalism.</p>
<p>RESULTS: They get the job done efficiently and take pride in the quality of the work they produce. They embrace service excellence, agility and innovation in order to deliver results and create value for our investors, clients, tenants, colleagues and shareholders. They respond to change in a positive way.</p>	<p>OWN IT: They take responsibility for their actions and are willing to be held accountable. They apply discipline and reason to every decision. They provide those around us with clear and constructive feedback and they learn from our experiences and search for continuous improvement.</p>

Triovest is a fully integrated commercial real estate advisory and capital firm. Their approach to commercial real estate investment and management is to continually seek opportunities to improve and enhance properties to achieve their full potential. Triovest Realty Advisors provides strategic investment and property management services for income properties on behalf of institutional and private investors. They combine the strategic insight, range of service offerings and specialized capabilities that come from managing a Canada-wide portfolio of top-quality commercial real estate with the agility and local market expertise of a regionally focused boutique firm. For the firm’s clients, this best-of-both-worlds situation is supported by Triovest’s total commitment to service excellence and a well-earned reputation for value creation and superior returns.

TRIOVEST IN WINNIPEG

Triovest’s Winnipeg office is part of the company’s Commercial Central Business Unit. Currently Triovest has three buildings under contract in Winnipeg. The first is Graham Powerhouse Building with 20,000 sq. ft. and tenants including CTV, Tavern United and True North Sports and Entertainment. The second is 131 Hamelin Street with 30,000 sq. ft. housing Viventia Bio Inc. and the third and most prominent being Cityplace, a nine-storey retail and office complex in the heart of downtown and the S.H.E.D. (Sports, Hospitality and Entertainment District). In 2009, Cityplace was purchased by Manitoba Public Insurance who occupies approximately 70 percent of the office space within the 450,000 sq. ft. mixed use building. Cityplace is attached by a weather-protected and climate controlled skywalk system to the Winnipeg Convention Centre, the MTS Centre (over 1.4 million visits every year, and home to the Winnipeg Jets), the True North Square Development (opening 2018), the Millennium Library (over 2 million visits per year), as well as parkades, hotels, shopping, restaurants and numerous office towers. Cityplace is supported by 2 parking structures and one exterior lot, totaling 1,200 parking spaces which is all managed by the Triovest Cityplace team.

THE OPPORTUNITY

The General Manager, Property Management reports directly to the SVP Property Management in Toronto. Reporting to this role is a small team including the Operations Manager, Property Accountant, Property Administrator and Receptionist. There are also 8 Operators in the buildings. This General Manager will work closely with the Director, Leasing, also in the Winnipeg office.

This position will be responsible for Triovest's office and real estate portfolio. The primary responsibilities of this role are the day to day operation, management and administration of the commercial retail properties and parking facilities to ensure landlords' and Triovest's objectives are achieved.

Key Responsibilities:

- Provide support, leadership, service, and advice for ongoing property management matters.
 - Responsible for annual budgets and quarterly reporting, provide management and direction to ensure budgets and reports are accurate and on time.
 - Oversee the overall capital expenditure program meeting deadline's based on client's expectations.
 - Review monthly cost variance reports for the properties and manage and make recommendations accordingly.
 - Strategize on large projects and contracts at both the property and portfolio level.
 - Tour all properties on a frequent basis to assess for site presentation, operational performance, and long-term capital planning.
Monitor and oversee the status and collection of accounts receivable.
 - Create and develop strong, loyal relationships with tenants through ongoing interaction and communication to ensure satisfaction.
 - Identify and implement strategies to ensure low vacancy rate.
- Ensure that occupant concerns are rectified in a prompt, effective and cost-efficient manner and that a high standard of rapport and communication is consistently achieved.
 - Develop working knowledge of local real estate market including rental/vacancy rates and operating cost comparisons.
 - Responsible for ensuring all Property Management policies, procedures and operations are conducted effectively in accordance with the Policy and Procedures Manual including environmental and health & safety.
 - Develop, motivate and recognize staff. Hire and train the necessary staff to deliver Excellence in Client service.
 - Manage assets to "Best in Class" Triovest standards.
 - Other duties and special projects as assigned.

THE PERSON

- Proven track record of success as a Property Manager.
- Minimum of 10 years related commercial property management and building operations experience.
- Strong capital project management skills.
- Demonstrated experience with renovation and modernization of commercial buildings including rebranding and repositioning in the market.
- Familiarity with new construction and the transitioning process to property management a definite asset.
- Proficient in Microsoft Office. Ability to carry out analysis of building data.
- Strong understanding of property management accounting principles.
- Vast understanding of Commercial and Retail Leases and Agreements.
- Understanding and proven track record of contract negotiations and management.
- Strong Tenant and Client relations skills.

PERSONAL CHARACTERISTICS / KEY SUCCESS FACTORS

- ❖ **Leadership:** Proven leadership skills; motivated; high energy; ability to resolve problems using facts and sound reasoning; sense of urgency and sound judgement; results and accountability oriented; competitive mindset; lead by example; ability to recognize strengths and weaknesses, improve and reposition to match the market.
- ❖ **Personal:** High personal profile and reputation in the Winnipeg market; hard/smart working; actively engaged in the market; local market knowledge and strong network; integrity; ability to work in the weeds and at high altitude; stay current on all regulations, standards and techniques; Hold yourself accountable for results.
- ❖ **Communication:** Excellent verbal and written communication skills; ability to develop rapport quickly; strong listener; confident; understanding of appropriate communication through social media.
- ❖ **Relationship builder:** Client focused; collaborative and diplomatic; excellent customer service skills with ability to partner with clients to meet client needs; ability to identify with the goals and objectives of a major high-profile owner/tenant/client; proven organizational skills; able to cope with changing client needs and deliver successful results within agreed upon timeframes; strive for continuous improvement.
- ❖ **Mentor and Coach:** Ability to work cooperatively with a multi-disciplined team and with internal and external consultants and management groups.

COMPENSATION

A competitive compensation package will be provided including an attractive base salary and excellent benefits. Further details will be discussed in a personal interview.

FOR INFORMATION: PLEASE CONTACT

Allan Nelson / Shalini Bhatta

Davies Park

530, 1000 – 7 Avenue SW

Calgary, AB T2P 5L5

Phone: (403) 263-0600 Email: calgary@daviespark.com

Additional information can be found at: www.daviespark.com