

CAREER OPPORTUNITY

Manager, Leased Properties

JOB SUMMARY

Seeking a talented leader who can develop a script, call the shots, and be flexible enough to improvise when needed. If you have a vision for putting our clients in the spotlight while keeping the big picture in view we would like you to consider joining our team.

RESPONSIBILITIES

Responsible for the daily management of the office lease activities, including financial administration, ISO compliance, preparation of leasing reports, contract administration, and tracking.

Responsible for the financial administration of operating budgets for leased properties, including assist with preparation of annual operating budgets, variance analysis, and preparing action plans to bring operating costs within established budgets.

Manage service providers including consultants, and other contractors to ensure that the delivery of facilities services is done according to clients' expectations and contractual obligations.

Participate in project-related meetings and assist with coordination of tenant activities.

Manage assigned projects, including outside contractors; and monitor all work that is being done to help ensure success.

Conduct regular inspections of facilities for compliance, ensure client satisfaction; identify/monitor issues as they arise and implement prompt solutions.

Ensure timely inspections and follow-up on any related deficiencies.

Keeping accurate records of all leased locations and occupancy records.

Coordination of information and maintaining positive relationships with internal and external clients.

Respond to emergency situations in relation to facilities.

Other duties as assigned.

QUALIFICATIONS

Post-secondary education in facilities, project, or property management with designations or equivalent experience.

Minimum five years of facilities management or property management experience including experience in project management.

Self-motivated, professional, and flexible; able to work both independently and as part of a team.

Autonomous, able to act with a minimum of direction to prevent and resolve situations that will arise in the portfolio.

Excellent verbal and written communication skills, strong computer skills, knowledge of web/internet technologies and MS Office suite.

Excellent time management skills to simultaneously handle and prioritize multiple projects, tasks, and requests.

Strong sense of confidentiality, tact, and diplomacy with excellent customer service skills.