



## ASSISTANT PROPERTY MANAGER

Real Estate Services Winnipeg,  
MB

Working as part of the Winnipeg Real Estate Services Team, the Assistant Property Manager will report to the Property Manager and will oversee core processes for the portfolio of 30+ industrial buildings.

## RESPONSIBILITIES

### Teamwork & Internal Communication:

- Work very closely with all members of the QuadReal team to oversee all the items listed in this job description.
- Lead teammates by example and help get deliverables across the finish line.
- Communicate efficiently with coworkers and work with all personality types.

### Tenant Communication:

- Handle tenant communication by working with your core team to:
  - Fully manage move-in and move-out tasks from start to finish, using your team to source security deposits, insurance, tenant gifts, etc.
  - Release tenant improvement allowances.
  - Ensure that all tenants have the proper insurance in place by overseeing the team's process.
  - Deal with all tenant requests or concerns.
  - Pass on escalated issues to the Property Manager.

### Financial:

- Work with the Financial Property Administrator to manage the year end accrual process, calculate the upcoming rental rates, complete annual budgets according to cycle deadlines and release the recoveries for the prior year.
- Approve purchase orders and invoices daily.
- Compile quarterly reports by analyzing data provided by accountants. Present the results to the Property Manager and the General Manager.
- Work closely with QuadReal's Accounting team to ask or answer questions.

### Contracts:

- Work with QuadReal's national Procurement team to tender/award service contracts for landscaping, snow removal, window cleaning, fire life safety, security patrol and HVAC.
- Work closely with the Operations team to ensure that the contracts are being respected and intervene if there are improvements to be made.
  - This includes reviewing the outcome in person (such as landscaping) and requesting open feedback from the Operations Manager and Operations Supervisor.

### BomaBest, Health & Safety and Sustainability:

- Oversee and work with the Operations Property Administrator to qualify our buildings for BomaBest on an annual basis.
- Visit each tenant space annually to gather data for sustainability and health & safety purposes.

Other:

- Manage the telecom agreement process by communicating with the tenant, the vendor and the Lease Documentation team.
- Manage the Change of Control process by working with the tenant, Lease Documentation team and Asset Manager.
- Review leases as they are entered into Yardi to ensure that all details are properly reflected from the inception of the lease such as special exclusions, rental rates, etc.
- Work in Yardi to respond to external and internal questions.
- Other duties as assigned.

## QUALIFICATIONS

- **Experience** - 3+ years of Property Management experience.
- **Relationship Skills** - Ability to communicate effectively and professionally, both orally and in writing with owners, tenants and team members; ability to develop and sustain cooperative working relationships; professional phone manner; mature and self-motivated team player with good conflict-resolution skills; committed to personal growth and a strong sense of integrity aligned with QuadReal's objectives.
- **Organizational/Multi-Task Skills** – Have an eye for detail and accuracy. Ability to allocate your time effectively, work under pressure and manage tight deadlines; ability to handle multiple demands and competing priorities and adapt to new ideas and constant changes. Ability to put in extra hours when needed.
- **Computer Skills** - Advanced skills in Microsoft Office. Working knowledge of Yardi or other Property Management software.

## ABOUT QUADREAL PROPERTY GROUP

QuadReal Property Group is a global real estate investment, operating and development company headquartered in Vancouver, British Columbia. Its assets under management total \$67.1 billion. From its foundation in Canada as a full-service real estate operating company, QuadReal has expanded its capabilities to invest in equity and debt in both the public and private markets.

QuadReal invests directly, via programmatic partnerships and through operating companies in which it holds an ownership interest.

QuadReal seeks to deliver strong investment returns while creating sustainable environments that bring value to the people and communities it serves. Now and for generations to come.

QuadReal: Excellence lives here. [www.quadreal.com](http://www.quadreal.com)

QuadReal Property Group will provide reasonable accommodation at any time throughout the hiring process for applicants with disabilities or for those needing job postings in an alternate format. If you require accommodation, please advise the Talent Acquisition team member you are working with and include the following: Job posting #, your name and your preferred method of contact.

QuadReal has introduced a mandatory COVID-19 vaccination policy that requires full vaccination against COVID-19 for everyone working in our offices or sites. Accordingly, a successful candidate offered employment at QuadReal will need to provide proof of full vaccination prior to commencing employment, subject exemptions permitted under applicable employment and human rights legislation.

If interested, please visit the link to apply:

<https://careers.quadreal.com/global/en/job/R0003420/Assistant-Property-Manager>