

Winnipeg Regional Office- 444 St Mary Ave Suite 1500, Winnipeg, MB R3C 1T4

Property Manager-Office/Industrial

Looking for a company with over 50 years of success and no signs of slowing down?

If so, Morguard may be the perfect place for you.

As one of Canada's leading real estate companies, with properties across North America, we're proud of our history and excited about our future.

Our Purpose

At Morguard, people are at the centre of everything we do. We are committed to creating lasting value not only for our clients and communities, but for our employees as well. As a fully integrated real estate organization, we offer exposure to a diverse portfolio that includes office, industrial, retail, and multi-suite residential properties across North America. Our team reflects a wide range of backgrounds, perspectives, and experiences, and we believe that diversity strengthens us.

Collaboration fuels our success. Through innovation, teamwork, and a shared commitment to sustainability, our professionals are empowered to build their careers, contribute meaningfully, and help shape the future of real estate.

Putting Our Purpose into Action

- We support our people by offering:
- Access to experienced subject matter experts who provide mentorship and hands-on learning.
- A wide range of career opportunities across the organization.
- A comprehensive, competitive benefits program that promotes health and wellness.

Where You'll Add Value

The Property Manager is accountable to the Regional General Manager for supervision and coordination of all daily and periodic activities related to management of a portfolio of office/industrial building(s). The Property Manager plays a key role in budgetary planning, portfolio reporting as well as tenant relationships and client service, thus largely

contributing to tenant retention and portfolio growth and sustainability programs. for efficient and timely coordination of tenant requests and all tenant-related activities at the property and across the entire organization to ensure that Tenants receive the highest level of service and that all company's policies and procedures are adhered to at all times.

How You'll Make a Difference

1. Tenant Relations

Serves as primary point of contact addressing complex tenant issues and inquiries including year-end adjustments, collections, rent abatements, tenancy terms and conditions, tenant improvements, etc., to contribute to the tenant retention and satisfaction, and sustain optimum occupancy rates.

2. Customer Service

Establishes and maintains strong relationships with various internal and external stakeholder groups with the intent of sustaining a level of trust and communication that enables effective management, oversight and client service.

3. Leasing

Assist the Director of Leasing/Leasing Manager with showing of premises to prospective tenants, conducting negotiations with renewing tenants and aiding in the tenant move-n process. As well, assist or take carriage of assignments, subletting and other transfers requested by the tenants.

4. Parking Licenses and Storage Rentals

Assist the Regional General Manager or take carriage of and be responsible for revenue generated from storage rentals and parking licenses for building parkades. This would include marketing of availabilities and coordinating documentation.

5. Budgeting and Reforecasting

Plays an active role and provides critical input into periodic budgeting and forecasting activities as well as variance reporting to ensure the approved budget enables attainment of strategic goals and objectives set for the property.

6. Sustainability

Oversees the implementation and maintenance of the company's environmental and Health and Safety policies and procedures to ensure the continuous compliance by staff,

tenants and contractors; coordinates and participates in investigation of environmental and Health and Safety incidents; supervises the implementation of effective energy management programs, energy consumptions, and energy reduction applications for assigned properties in support of sustainability programs.

7. Service Contracts

Negotiates, prepares, approves and controls third-party service contracts for cleaning, security and ground-keeping to ensure that the property is timely maintained and secured in accordance with landlord's specifications.

8. Oversees Tenant Routine and Emergency Service Requests

Oversees and supports the Coordinator, Tenant Services who receives building maintenance and tenant related routine and emergency phone calls/e-mails and dispatches detailed instructions via existing operations software to the appropriate site operations staff for action in accordance with the existing policies and procedures.

9. Tenant Charge-Backs

Oversees and supports the Coordinator, Tenant Services who is responsible for required accounting documentation and acts as liaison between Operations team and Accounting, keeps track of all charge-backs pertaining to tenants requests and forwards backup to Accounting for billing.

10. Company Initiatives

Coordinates and support all company-wide tenant related initiatives such as Greenlink, environmental, claims, BOMA programs and Tenant communications pertaining to such initiatives to ensure that a positive and consistent message is delivered to all tenants on a timely basis.

11. Occupational Health and Safety

Coordinates in conjunction with and/or participates as a member of all relevant Occupational and Health and Safety Committees.

12. Tenant Appreciation Programs

Coordinates tenant appreciation programs and activities in collaboration with operations team (i.e. tenant move-in & renewal gifts, Christmas cards & gifts, tenant appreciation events etc.), prepares all tenant notices for building closures, service interruptions etc.

13. Management and Development of Staff

Is responsible for hiring, on-the-job training and managing Coordinator, Tenant Services.
Any other job related duties and/or projects that may be assigned.

The Expertise You'll Bring

- Minimum 5 years of relevant work experience or equivalent
- CSM, RPA, CPM or related designation
- Real Estate License with minimum Designation Rental Property Management (MB)
- Previous experience with operating budgets and re-forecasting processes
- Basic understanding of security and cleaning procedures and requirements
- Strong understanding of sustainable building practices
- Valid driver's license and access to a vehicle
- Working knowledge of MS Office, iPhone and operations specific software

Core Competencies

- Excellent organizational skills
- Strong negotiation skills
- Strong communication skills both verbal and written
- Strong team building and management skills
- Ability to recognize emerging trends/best practices in the industry
- Creative thinking.

Preferred Qualifications and Experience

- Previous experience instructing/training staff is an asset.

Why You'll Love Working at Morguard

At Morguard, we're committed to creating an environment where our people can thrive. Here's what you can expect when you join our team:

- A collaborative, inclusive workplace culture that prioritizes employee wellbeing and safety.
- Meaningful opportunities for professional growth and development.

- Exposure to a diverse portfolio of real estate assets across North America.
- A competitive compensation and benefits package designed to support you and your family.
- Support for work–life balance, along with accessible employment practices that meet AODA requirements.

Inclusive by Nature

Diversity is one of our greatest strengths. At Morguard, we provide equal employment opportunities to all candidates and do not discriminate on the basis of race, color, religion, gender, sexual orientation, age, disability, or any other legally protected status. We believe in creating a workplace where everyone has the opportunity to grow, contribute, and make an impact.

Commitment to Accessibility

Morguard is dedicated to maintaining accessible employment practices in accordance with the Accessibility for Ontarians with Disabilities Act (AODA). If you require accommodation at any stage of the recruitment process, please contact Human Resources—our team is here to support you. Please contact Human Resources at (905) 281-3800.

Locations

Winnipeg Regional Office- 444 St Mary Ave Suite 1500, Winnipeg, MB R3C 1T4

Employment type

Full-time