



Green
Shopping For Everyday Life 

JOB POSTING

JOB TITLE: SENIOR PROPERTY MANAGER
LOCATION: TORONTO (HUMBERTOWN SHOPPING CENTRE)
REPORTS TO: REGIONAL DIRECTOR, GTA EAST, FCR MANAGEMENT SERVICES LP

SUMMARY

The Senior Property Manager ensures that assigned retail properties and mixed-use buildings are operated and maintained in a cost-effective, safe and efficient manner as per the operating parameters and standards of FCR. The incumbent is accountable for the financial and operational performance of a large and / or complex group of properties typically totalling in excess of 850,000 square feet within a region and acts as the primary FCR representative for day to day contact with the tenant. In addition, the Senior Property Manager will be responsible for maintaining and enhancing tenant relationship and landlord branding.

PRIMARY RESPONSIBILITIES:

- Performs financial control activities including the development of annual operating budgets, performing monthly budget analyses and re-forecasting allocations as necessary, 100% rent collection and meeting annual targets.
- Liaises with the tenants on day-to-day property management issues.
- Develops and maintains preventative and corrective maintenance schedules; and oversees maintenance activities.
- Assists in the development of new properties, from greenfield through the construction and development of a new site and / or the redevelopment of an existing property.
- Meets provincial/federal/municipal legislations and standards with respect to employment standards, human rights, employment equity, health and safety, environmental, etc.
- Manages sub contractor activities for goods and services including preparation of tender documents, tender and bid analyses, negotiating best possible terms and preparing contract documents and monitoring sub-contractor performance as per FCR process and procedures.
- Supervises Team Members including directing activities, establishing goals and objectives, performance evaluation and communicating vision for operations and maintenance.
- Oversees the Portfolio Management Zone (PMZ) including the prioritization of departmental tasks/ deadlines and balances Team Member workloads.
- Prepares strategic analysis of properties considering financial indicators, market analysis and long term project plans.
- Monitors service level request from tenants and ensures that they are within the scope of the leases.
- Responds to Tenant billings and notification.
- Approves and authorizes the rent rolls.
- Provides recommendations of account write offs for senior management for approval.
- Preparation of short term leases for temporary tenants and kiosks.
- Perform Annual Building Inspection (ABI) activities.
- Monitor Tenant Service work activities.
- Ensure effective marketing and promotional activities are executed in properties where applicable.
- Performs other duties, as assigned.



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KNOWLEDGE, EXPERIENCE & SKILLS

- More than ten years experience in a property management environment with a thorough knowledge of retail environment, technical, financial, leasing and administrative functions.
- Managing and motivating functional teams.

Specific Skills:

- Exceptional leadership qualities including ability to lead, motivate and coach staff
- Ability to work under limited supervision within tight deadlines in a fast paced environment
- Highly motivated and success driven
- Excellent time management skills and ability to manage conflicting priorities
- Excellent communications skills, including effective presentation skills
- Strong negotiation, analytical and problem solving skills.

Required Licenses or Professional Accreditation:

- One of the following professional designations:
- Certified Facility Manager (CFM), Certified Property Manager (CPM), Facility Management Administrator (FMA), Real Property Administrator (RPA), Certified Shopping Center Manager (CSM), Accredited Shopping Center Manager (ASM).

Excellent compensation commensurate with experience and full benefit package.

Please apply to human.resources@firstcapitalrealty.ca