



<b>Position Title:</b>	Senior Property Manager
<b>Reports To:</b>	Director, Property Management
<b>Location:</b>	Morgan Crossing Shopping Centre, BC

### About the Company:

Strathallen is a fully integrated Canadian real estate management company, with over \$1.4 billion and 9 million square feet in assets under management. Founded in 2003 by seasoned real estate executives, Strathallen provides asset management, property management and strategic advisory services to institutional and high net worth investors. The Company currently manages and operates four private closed-end funds, with the mandate to strategically acquire and dispose of quality retail investments and deliver industry leading risk-adjusted returns. Strathallen provides investors with confidence through co-investing and incentive fee arrangements. The Company is supported by; in-house asset management, property management, financial, leasing and development teams. Strathallen specializes in creating value in opportunistic property investments on behalf of institutional clients.

### About the Position:

We are looking for an energetic and enthusiastic candidate to join Strathallen as a **Senior Property Manager** at Strathallen Property Management Inc. This position offers an excellent opportunity for an individual to grow and add value to a supportive, expanding company. For more information on Strathallen, please visit [www.strathallen.com](http://www.strathallen.com).

### Main Responsibilities:

- Manage all maintenance and repairs within budget along with any approved capital spending for all assigned properties
- Assist in managing any redevelopment/development projects
- Assist leasing staff and Asset Manager with leasing efforts
- Monitor lease expiry dates and liaison with the local tenant managers to help plan renewals or re-leasing to ensure optimal rental income
- Always seek value-add opportunities at the properties
- Effectively manage tenants and contractors in the day-to-day operations of the properties.
- Maintain excellent client, owner and tenant relations
- Collect all rents and issue notices as required
- Facilitate all tenant coordination including all move in/out procedures
- Distribute all notices pursuant to the tenants leases
- Review and approve all Rent Roll's, Rental Advice Notices, etc.
- Review all tenant insurance certificates to ensure compliance with lease requirements
- Perform regular site visits and inspections
- Manage tenant and customer complaints; including all verbal and written correspondence
- Tender maintenance contracts and manage all service contractors
- Coordinate all landlord and tenant work to ensure it complies with building codes and landlord specifications
- Prepare annual budget for landlord approval and manage all property expenses within budget
- Assist the Asset Manager with the realty tax appeal process as required
- Maintain an excellent understanding of the financial position of properties
- Manage all Accounts Receivable and Accounts Payable associated with the properties
- Assist in preparing monthly reports including operations narrative, variance report, aged receivable report and leasing report
- Assist in cash flow management
- Other duties as assigned

## Qualifications

- 8 years of progressive experience in Property Management, preferably in retail
- Preference will be given to individuals with an active Real Property Administrator (RPA) or Certified Property Manager (CPM) designation
- Strong attention to detail with the ability to organize/manage multiple tasks and meet deadlines in a demanding work environment
- Excellent verbal and written communication skills
- Excellent computer skills with a proficiency in all Microsoft Office programs
- An active Real Estate License (or working towards it) is a must

Please email resumes with cover letter to [careers@strathallen.com](mailto:careers@strathallen.com) referring Job: Sr. Property Manager in the subject line.

We encourage all qualified candidates to apply. We thank all applicants for their interest in this position and our organization; however, only applicants selected for an interview will be contacted. Please note that, where needed, accommodations for disabilities will be provided, on request, during the recruitment process.