



Property Manager – 141 Adelaide Street West (Toronto) Epic Investment Services

Epic currently has \$14.2B in assets under management comprised of over 25M square feet of commercial space. This national portfolio of office, retail, industrial and multi-family properties is managed by over 100 professionals with multi-disciplined expertise including property management, asset management, mortgage servicing and property development.

This is a newly created position with a heavy emphasis on developing and enhancing your skills in order to further progress in your career path. You are equally eager and keen to further advance and develop your career within our portfolio.

KEY RESPONSIBILITIES/ACCOUNTABILITIES:

Tenant Relations:

- Meet with tenant, vendors and client contacts regularly, developing strong positive business relationships
- Add value to the tenant experience by leading an innovative tenant engagement program
- Champion to tenants our sustainability programs, communication of Property Management policies and procedures, tenant events and projects
- Act as a role model in providing guidance and direction to the property management team to ensure client and tenant satisfaction
- Liaise and work closely with internal leasing and construction departments and assist with the coordination of tenant improvements, capital projects, landlord work and tenant move-in/out;
- Interface professionally with tenants and vendors in daily operations of the building;

Financial/Budgetary:

- Develop annual operating budgets including revenue and expense control, capital budgets and report on variances, supporting business cases for client review and approval
- Coordinate and prepare monthly operating reports for owner, quarterly operational budget and revenue re-forecast (including variance reports, executive summaries, stacking plans and age receivables reports etc.)
- Coordinate with Property Administrator and Accounting Department to ensure accurate lease set up and administration in Yardi
- Ensure property accounting, receivables and collection are completed on a timely basis
- Assist with preparation/review of year-end budget reconciliations and billings
- Issue work orders and PO's in accordance with approved budget;

Operations Management:

- Manage and motivate staff and vendors providing regular feedback and guidance
- Ensure the efficient operation of the property including compliance with government regulations
- Implement and monitor an effective property management and preventative building maintenance program
- Source and implement innovative operational strategies while reducing costs
- Take ownership for the application process for submitting the property for award consideration by leading industry organizations
- Participate in tender process and administration of service and maintenance contracts
- Perform regular property inspections
- Assist with preparation and review of rental advice notices
- Maintain Tenant manuals, property rules and regulations, contractor badging, contractor rules and regulations, as well as other communication for distribution/circulation to relevant internal/external parties

QUALIFICATIONS REQUIRED:

- 5 - 7 years of progressive property management experience within the commercial real estate industry, specifically with an office portfolio and ideally experience working on behalf of a 3rd party manager with a client focus
- Bachelor's degree is preferred
- Financial/accounting/business acumen an asset
- Must be self-motivated, possess strong people management skills and promote positive working relationships
- You are curious, have the desire to learn and grow career-wise
- Customer service focused, detail and deadline oriented and a team player
- Must have a positive "can do" attitude and are willing to exceed expectations to produce quality work
- Demonstrated ability to explore, articulate & implement progressive technological, operational and process driven efficiencies
- Demonstrated strong technical competence in Microsoft Office applications including Word, PowerPoint and Excel; practical use of Yardi is an asset

HOW TO APPLY:

Qualified applicants may e-mail their cover letter, current resume and salary expectations, in confidence, to careers@epicinvestmentservices.com indicating "Property Manager – 141 Adelaide Street West (Toronto)" in the subject line.

Epic is committed to an inclusive and accessible recruitment and selection process. If you are invited to attend an interview and require an accommodation, please let us know in advance.

We sincerely appreciate the interest of all applicants, however only those selected for an interview will be contacted. No telephone calls or Agencies please.

Visit our website at www.epicinvestmentservices.com for further company details