



A Private Equity Real Estate Investment Firm focused on;
Mortgage Banking, Real Estate Equity & Special Situation Investments

SENIOR COMMERCIAL PROPERTY MANAGER

About Firm Capital Organization

The Firm Capital Organization (“Firm Capital”), through its various affiliates operates as a boutique private equity real estate firm with proprietary capital in partnership with various capital pools, partnerships, private and public equity funds, deploying capital opportunistically between debt and equity in the real estate private and public markets. Firm Capital Corporation’s main public entities include Firm Capital Mortgage Investment Corporation (TSX: FC), Firm Capital Property Trust (TSXV: FCD.UN) and Firm Capital America Realty Partners Corp. (TSXV: FCA/FCA.U). Please visit our website at www.firmcapital.com for further additional details.

Due to recent growth there is an opening for a Senior Commercial Property Manager (‘SCPM’), this position will report to the COO – Real Estate. The SCPM will be responsible for the financial performance and service levels for a portfolio of Firm Capital’s Commercial properties. Working with a multi-faceted team including property-based community managers and staff, finance personnel and the in-house project management team, and the SCPM will ensure the attainment of targeted financial performance with the COO, Real Estate.

Responsibilities:

- Functions include responsibility for receivables, sales information, tenant and public relations, and operation reports;
- Regularly conduct site inspections, arrange and monitor required maintenance as seen necessary, create action plans, and monitor individual site performance to maximize efficiency in cost control and revenue improvement. Some travel will be required;
- Oversee capital projects for portfolio and working on capital budgets;
- Prepare and monitor annual operating budgets for all properties;
- Execute the operating plans to ensure the budgets and financial goals are met;
- Maintain the necessary and requisite property and financial records at each property in a diligent manner;
- Ensure the leasing strategy and its execution for each property achieves its desired and target occupancy levels;
- Ensure that each property maintains an engaged Tenant Relations program together with satisfaction surveys which consistently meet target levels;
- Manage sub-contractor activities to obtain quotes and negotiable contracts for goods and services including preparation of tender documents, tender and bid analysis, and monitoring sub-contractor performance;
- Perform building inspection activities to ensure each property is maintained to the highest safety standards;

- Ensure that all services provided and transactions conducted are performed based on the requisite regulations and the highest ethical standards;
- Develop and sustain a culture of proper service and performance within the commercial team;
- Manage and oversee all reporting, procedures and protocols on a monthly/quarterly/annual basis; and
- Other duties as assigned.

Qualifications:

- 3 -7 years in Commercial Property Management with recent tenure in a leadership position;
- Strategic understanding of the Canadian commercial real estate market with strong customer and employee management skills;
- A leadership style which is based on strong communication and passionately pursuing set objectives;
- Clear evidence of good judgment, reasoning ability, problem solving skills and strategic thinking capabilities;
- Skilled at establishing consensus and managing relationships;
- Demonstrated ability to prioritize activities, develop plans and meet deadlines;
- Demonstrated ability to manage multiple and complex operational and financial matters on a daily basis;
- Proven experience with the administration and management of a multi-site portfolio;
- Entrepreneurial by nature and results oriented with strong verbal and communication skills;
- Demonstrated ability to read and interpret property financial statements;
- Computer proficiency with MS Outlook and strong familiarity with day-day use of Property Management applications (Yardi Voyager preferred).

To Apply For This Position:

To apply for this position, please forward your resume to wramos@firmcapital.com. We thank all candidates who apply for this opportunity but only those selected for an interview will be contacted.