



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

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**Title:** Commercial Property Manager

**Location:** GTA, ON

**Reports to:** COO, Real Estate

**Job Type:** Permanent, full-time

### **Who we are**

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](http://www.firmcapital.com) for additional details.

### **What you need to succeed**

- 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;
- 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 Office and experience with Yardi Voyager is preferred;

## **Your new role**

- Collect rent on a timely basis once a month;
- Deliver strong customer service to all tenants;
- Conduct site inspections regularly, arrange and monitor required maintenance, create action plans, and monitor individual site performance. Some travel will be required;
- Oversee capital projects for portfolio and working on capital budgets;
- Prepare and monitor annual operating budgets;
- Execute operating plans to ensure the budgets and financial goals are met;
- Maintain necessary and requisite property and financial records at each property in a diligent manner;
- Execute leasing strategy for each property and achieve target occupancy levels;
- Ensure that each property maintains an engaged Tenant Relations program;
- 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;
- Prepare monthly operational reports;
- Analyze A/R report and collect outstanding arrears; and
- Perform other duties as assigned.

## **What we offer you**

- Competitive salary
- Opportunity to advance your career as the company grows
- In-house Chef with weekly staff lunches
- Full kitchen with complimentary drinks and food
- Creative Social Committee that organizes team building events and weekly socials
- Free parking

## **How to apply**

Please forward your resume and reference the position you are applying to [wramos@firmcapital.com](mailto:wramos@firmcapital.com). Visit our website at [www.firmcapital.com](http://www.firmcapital.com) for further company details. We thank all candidates who apply for this opportunity but only those selected for an interview will be contacted.