



A Real Estate Capital Company Celebrating 30 years in 2018

Title: Senior Commercial Property Manager

Location: Montreal, QC

Reports to: VP, Commercial Real Estate
Asset Management

Job Type: Permanent, full-time

Who we are

As part of the Firm Capital Organization, an entrepreneurial organization with a bright talent pool, Firm Capital Property Management Corp. is the property manager for a portfolio of multi-residential and commercial properties comprised of retail, industrial, and office across Canada and the United States. Please visit our website at www.firmcapital.com for further information.

What you need to succeed

- 5-10 years in Commercial Property Management with recent tenure of at least 3-4 years in a leadership position;
- 3-5 years of commercial, industrial, retail, office leasing experience an asset;
- Combination of a Bachelor's degree, Commercial Property Management, and experience in commercial real estate field;
- Strategic understanding of the Montreal 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;
- Strong verbal and communication skills; Must be fluent in English and French (written and oral);
- Ability to analyze and interpret needs of tenants and leases;
- Demonstrated ability to read and interpret property financial statements;
- Computer proficiency with MS Office and experience with Yardi Voyager is preferred;

Your new role

- Perform annual reviews for each member of your team; Identify individuals for succession when necessary;
- Conduct site inspections regularly, arrange and monitor required maintenance, create action plans, and monitor individual site performance. Some travel will be required;
- Deliver strong customer service to all tenants; Ensure that each property maintains an engaged Tenant Relations program;
- Be responsible for leasing space in Quebec, including developing marketing plans, conducting tenant tours, preparation of offers and negotiating all aspects of lease documents;
- Maintain accurate and organized records of leasing transactions;
- Co-ordinate with Insurance Brokers/Agents and Legal Entities regarding claims; Co-ordinate with Marketing when necessary;
- Liaise with Accounting department;
- Oversee capital projects for portfolio and working on capital budgets, prepare and monitor annual operating budgets, and 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;
- 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;
- Ensure that all services provided and transactions conducted are performed based on the requisite regulations and the highest ethical standards;
- Review and approve all invoices;
- 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

How to apply

Please forward your resume and reference the position you are applying to scraymer@firmcapital.com. Visit our website at 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.