



A Real Estate Capital Bank

A Private Equity Real Estate Investment Firm focused on;  
Mortgage Banking, Real Estate Equity & Special Situation Investments  
Celebrated 35 years in 2022

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**Title:** Assistant Property Manager

**Location:** Edmonton, Alberta

**Reports to:** Director, Commercial Property Management

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

### **Who we are**

For over 35 years, an entrepreneurial organization with a long track record and a bright talent pool, the Firm Capital Organization is a real estate private equity firm focused on debt and equity, in the areas of mortgage banking, real estate investments and special situation investments, in the public and private markets. Please visit our website at [www.firmcapital.com](http://www.firmcapital.com) for further information.

### **Position**

Firm Capital is looking for an Assistant Property Manager. This position will oversee a 275,000 square foot portfolio consisting of commercial industrial and office space in Edmonton, Alberta.

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

- 2-3 years of experience in Commercial Property Management along with a post-secondary certificate in Property Management;
- Strategic understanding of the Canadian commercial real estate market with strong customer and employee management skills;
- Demonstrated ability to manage multiple and complex operational and financial matters on a daily basis, prioritize activities, develop plans and meet deadlines;
- 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 (written and oral);
- Ability to communicate effectively across all levels with and outside the organization;
- Ability to work quickly and efficiently on a team and independently;

- Ability to analyze and interpret needs of tenants and leases;
- Demonstrated ability to read and interpret property financial statements; and
- Valid Driver's License and reliable vehicle. Some travel required.

### **Your new role**

- Oversee the entirety of the commercial portfolio in Edmonton;
- 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;
- Liaise with tenants, vendors, contractors, accounting department, and other staff;
- 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. Manage costs of operating expenses;
- Assist in executing leasing strategy (which includes liaising with brokers and preparing Lease and Lease Renewal proposals), for each property to 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;
- Draft letters and memos;
- 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
- Comprehensive health and dental benefits coverage
- Opportunity to advance your career as the company grows

### **How to apply**

Please forward your resume in .pdf format only and reference the position you are applying to [careers@firmcapital.com](mailto:careers@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.