

Matrix Search Group is a dynamic Real Estate Talent Expert with over sixteen successful years. We have refined our people centric approach which ensures that we evaluate the unique nature of the individual and the key dynamics of each client. We implement a highly systematic approach. We begin by tapping into our broad base of knowledge cultivated from our vast experience, connecting people to ideas and ideas to people. From this platform of intelligence, we connect clients to candidates and candidates to clients, ultimately enabling us to create sustainable relationships. In addition, we are steered to preserving a boutique environment and the leadership mindset. We deliver a personal touch with a commitment to integrity, diversity and relationships.

Matrix Search remains true to our industry areas of expertise which include construction, leasing, real estate investments, operations, accounting, legal, asset and property management sectors.

We are seeking an **Asset Manager** to join our Client's team. In this role you will be reporting directly to the Vice President of Real Estate. Our Client is one of Canada's top real estate firms. Competitive benefits, flexible hours and recognition of the importance of career development are offered. This is a senior level position, and is a great opportunity for a mid-level Asset Manager. Salary range for this position is \$100,000–\$120,000. Our Client is an advocate for diversity and recognizes the value of leadership.

RESPONSIBILITIES

- Assist the Vice President with maximizing companywide Asset Management strategies and priorities
- Work effectively in a team environment with quoting, managing and tracking capital expenditures for multiple portfolios with an emphasis on the retail asset class
- Review and provide recommendations on prospective lease transactions
- Responsible for analyzing, summarizing and preparing all monthly property and fund reports, tracking monthly NOI versus budget, asset plans and market analysis
- Assist with financing and managing budget
- Other duties as required

QUALIFICATIONS

- Minimum five years of industry related experience and strong financial background
- Proven working knowledge specifically of the retail asset class with understanding of market conditions and trends
- University Degree in Real Estate or a related Degree
- Previous experience completing capital expenditures in excess of \$1 million
- Computer Skills: Advanced knowledge of Argus, Excel, Power Point, and Word
- Excellent interpersonal and communication skills, team oriented with ability to handle client needs at all levels: senior management, internal, and external parties
- Strong organizational skills and the ability to work well under pressure in a fast paced, dynamic environment
- Highly self-motivated, enjoy new challenges, ability to excel and achieve results
- Bright, analytical, strategic thinker
- Ability to solve problems and make decisions using logical processes
- An REIC designation or working toward an REIC designation would be an asset

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- Twitter: @matrixsearch
- LinkedIn: www.linkedin.com/company/matrix-search-group

If you are interested in this position and would like to join a successful and dynamic organization, please forward your resume in Word format to:

resumes@matrixsearch.ca or please call 416.703.3400

We thank all the candidates for their interest, but only those under consideration will be contacted.

Matrix Search Group is a strong advocate for diversity and is an equal opportunity employer.