

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 **Assistant Property Manager** to join our Client's team. In this role you will be reporting directly to the General Manager. 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 an intermediate level position, and is a great opportunity for career progression. The salary range for this position is \$55,000 - \$70,000 based on level of industry exposure. Our Client is an advocate for diversity and recognizes the value of leadership.

RESPONSIBILITIES

- Analysis of financial statements and preparation and distribution of monthly and quarterly reports to asset managers
- Liaise with tenants directly on all related matters, including accounts receivable as well as follow-up communication
- Coding and approval of invoices as well as assist with annual budget process for buildings within the portfolio
- Assist with tendering, awarding and executing approved capital projects for the portfolio, including tenant work, ensuring all drawings, insurance and WSIB are approved prior to the commencement of work
- Provide administrative support for all property management related matters
- Coordinate on all tenant related move-ins and move-outs as well as vacant spaces liaising with Leasing representatives
- Assist in tender operational contracts (landscaping, snow removal, cleaning etc.)
- Supervise contracts or contractors obligations and tenant special projects as need be
- Build long-term relationships to ensure satisfaction and subsequent management agreement stability
- Manage tenant services delivery and service development initiatives to support client requirements

- Manage development and implementation of environmental and energy management strategies for client initiatives
- Identify and resolve inefficiencies in portfolio and the root causes of issues
- Develop relationships within the industry to monitor trends, activities and assesses industry best practices/new technology and corporate system
- Other managerial responsibilities as assigned from time to time

QUALIFICATIONS

- Minimum three to five years commercial Property Management experience in Operations, Maintenance, Capital Project Management, Financial matters and Leasing
- Proven leadership with ability to establish and maintain effective working relationships
- Proven innovation with a willingness to manage and adapt to change
- Professional, friendly demeanor, and comfortable working in a high pressure environment
- Post-secondary education in property management or BOMA designation is an asset
- In-depth understanding of asset management, facility/property management, facility/property management services and the national real estate industry
- Accounting knowledge with the ability to read, understand and interpret complex financial statements
- Must have strong customer service and communications skills
- Strong problem solving and technical skills
- Must be highly organized, reliable and driven
- Strong leadership and team focused experience
- An REIC designation or working toward an REIC designation is 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.