**Property Manager – Safeway Holdings (Alberta) Ltd.**

Safeway Holdings (Alberta) Ltd. and affiliates proudly own and manage over approximately 1.4 million square feet of commercial and retail space in the City of Calgary and surrounding area. Located in the core business district of downtown Calgary, the well-maintained properties continue to attract tenants that have chosen these locations as their corporate headquarters.

**Reports to:**Senior Vice President

**Responsibilities**:

* Tenant relations for Calgary portfolio of commercial, industrial, retail, and office space
* Liaise with contractors, service providers, and tenants
* Oversee 40 residential units in Fort McMurray plus 50,000 sq ft of commercial
* Travel required to Fort McMurray estimated once a month for approx. 3 days each trip
* Responsible for Mini-storage and small Apartment (staff and business)
* Update Condo requirements for fully owned building
* Budgeting and Analysis
* Regular inspections of owned buildings / leased space
* Work with leasing and operations
* Consider development sites
* Work with municipalities
* Manage staff
* Required to join two Condo Boards
* Assist in developments as needed
* Negotiate contracts
* Involvement in insurance and legal matters
* Generally assist SVP as required
* Other ad hoc duties as business needs change

**Requirements**

* Minimum 3 years of experience working in a management role
* High degree of resourcefulness, flexibility, and adaptability
* Computer literacy, including effective working skills MS Office applications
* Knowledge of Spectra (or other Property Management Software) considered an asset
* High degree of professionalism/diplomacy

**Employment Status:** Salary Full-Time Management (40 plus hours/week as required to meet the organization’s needs) Please include salary expectation in application emailed to [sendresume26@yahoo.ca](mailto:sendresume26@yahoo.ca) .