Job description

Reporting to the Regional Director, this position will be responsible for all aspects of managing a portfolio of properties comprising of just over 1M square-feet of retail space.

**RESPONSIBILITIES:**

* Ensure timely, appropriate resolution of tenant-related outstanding receivables involving dispute reviews, defaults and bailiffs.
* Authorize all accounts payable and ensure timely payment of all invoices.
* Prepare annual operating budget(s) for review and approval by senior property management staff.
* Oversee the preparation of various financial reports pertaining to variance analysis, vacancy rates, rent roll review, retail sales analysis and other relevant reporting information.
* Liaise with various corporate departments and other parties regarding property management issues.
* Monitor tenant compliance with lease agreements and resolves problems and concerns.
* Oversee the execution of third party contracts.
* Conduct regular site visits to assess condition of properties and to ensure that maintenance, cleaning and housekeeping functions are performed according to standards.
* Identify and address issues and problems relating to life safety, liability and potential negligence situations that could impact RioCan, its contractors, tenants and / or customers.
* Manage tenant initiatives related to insurance / risk management, legal issues, and environmental and energy conservation programs. Coordinate their implementation with involved parties.
* Conduct long-term planning to accommodate structural, environmental, system, equipment and furnishing repairs, replacements and enhancements.
* Foster and maintain positive tenant relations through site visits, tenant meetings, correspondence, newsletters and by being accessible and providing timely and effective service and response to enquiries and requests.
* Other duties / projects as required.

**QUALIFICATION REQUIREMENTS:**

* Completion of College Diploma or Certificate Program in Business Administration
* Must have a valid Alberta Real Estate License
* Minimum 5 to 7 years previous relevant experience
* Proven experience in property management / administration within a retail environment, Experience with commercial condominiums is an asset
* Strong financial management skills
* Strong focus on delivering results and providing exceptional tenant service
* Excellent verbal and written communication
* Proven people management abilities
* Proficient in Word, Excel and Outlook, Experience with JD Edwards is an asset