**Job Title:** Temporary Contract - Assistant Property Manager

**Location:** Calgary, AB

**Reports to:** Senior Property Manager

**Start Date Available:** March 18th, 2019

**Approximate End Date Available:** March 2020

# Career Statement

Humford Management Inc. seeks a Temporary Assistant Property Manager to assist in building strong tenant relations by providing prompt, professional and courteous service and response to the tenants, to demonstrate a ‘pride of ownership’ approach to a commercial office property located in Calgary, Alberta. Our core business is the management of an office property. The Assistant Property Manager is responsible for tasks associated assigned to them by the Senior Property Manager.

**Essential Functions**

**1.** **Property Maintenance**

perform site property inspections using a written log system (also inspect mechanical rooms, ensure keys are in lock boxes, etc.);

Obtain pricing and quotations as directed by the PM, initiate project control sheets for contracts;

Inspect work by contractors to ensure all work is done according to the contract;

Achieve high standards of maintenance and services within budget and at competitive costs;

Look for innovative ways to improve maintenance and reduce costs;

**2. Tenant Services**

Promptly respond to tenants, handling service calls and provide solutions to tenant problems that are mutually beneficial in accordance with the terms of the lease, as directed by the PM.

**3. General Administrative Functions**

Assist with the execution and review of correspondence, notices, and documents prepared for the property by Administration personnel;

Review of utility invoices, contracts and consumption;

Assist in preparation of timely, accurate monthly operations reports and stacking plans that are meaningful to clients for review by the PM;

Assist in preparation and monitoring of annual common area, operating, leasing and capital budgets;

Will work closely with Project Accountants (ensure correct invoice coding, review of property rent rolls, parking rent rolls and other property information to ensure it is accurate and up-to-date);

Maintain up-to-date contractor’s lists and tenant contact lists for each property.

Create and maintain building parking count spreadsheets.

General filing.

## 4. Tenant Retention

Good commun**ication and service to tenants** builds loyalty and ensures long term tenancies.

## 5. Client/Owner Relations

Build a positive professional relationship with owners/clients and work toward effective and efficient communication with them.

# Job Specifications

* Over 5 years professional office experience
* experience in the commercial property management industry will be considered an advantage
* Excellent communication skills
* Good computer skills with experience in emails, word processing and spreadsheets;
* Satisfactory police record clearance

# About Us

Humford Management Inc.’s growth is attributable to our track record of creating value for our clients. We have in place a structure and systems that have enabled us to grow while maintaining consistently high service levels. Humford emphasizes professionalism and the highest level of integrity in all of our business dealings.

Upon joining the Humford team you will be an integral leader in bringing our Calgary operation to the next level. You will also be welcomed into the Canderel Group of Companies. Canderel is a 40-year-old development, investment and management company with offices in Montreal, Toronto, Ottawa and Vancouver. Humford and Canderel share common values and the desire to provide best in class services for our clients and tenants.