



Retail Property Manager

We are seeking an exceptional Retail Property Manager to effectively manage a portfolio of retail properties with maximum emphasis on positive response to tenant requirements, environmental health & safety and quality programs.

About us

We:

- empower our people to strive for creativity, uniqueness, and distinction.
- are driven by values of Integrity, Commitment, Innovation, Attention, Balance, Gratitude, and Leadership.
- have a Commercial portfolio of over 2million sf existing portfolio plus additional development potential of over 1Million sf.
- are actively pursuing portfolio growth opportunities.
- have been shaping real estate in Ottawa for 60 years.
- are proud of our fun and professional environment that promotes and rewards learning, development, and success.

About the role

The Retail Property Manager is responsible for:

General

- providing excellent tenant service.
- ensuring all operational programs are cost effective, compliant with all relevant legislation and implemented in an efficient manner.
- conducting regular inspections of the properties and tenant spaces to ensure proper upkeep of the properties and lease compliance.
- obtaining estimates/bids for repairs at the properties and coordinating contractor activity.
- responding to after-hours emergency calls by going to the site and taking the necessary actions required to ensure all emergency procedures are followed and the security of personnel and the property is maintained.
- coordinating tenant move ins / move outs as well as agreed upon improvements.
- reviewing and providing feedback on monthly/quarterly owner reports.

Financials

- preparing annual budgets, year-end recoveries, and all related-tenant correspondence.
- monitoring expenses on a monthly basis.
- monitoring all accounts that pertain to the running of the building.
- instituting collection procedures on late-paying tenants.

Leasing

- assisting Leasing Manager with marketing of vacant spaces.
- showing available space to prospective tenants or other leasing agents.

About you

You:

- have 10+ years in retail property management and people leadership role.
- have a thorough knowledge of all aspects of Shopping Centre Management including administrative, accounting and related procedures and general maintenance procedures.
- are computer-literate with proficiency in Word, Excel, Outlook, and Powerpoint.
- have completed or are enrolled in FMA or RPA or Shopping Centres Managers Course or equivalent.
- have excellent verbal, written and interpersonal communication skills.
- have a strong understanding of the budgeting process.
- are a positive team player attitude.
- are able to meet deadlines and coordinate multiple projects.

Assets

- RPA or CPM
- LEED certified
- Yardi experience

We offer a dynamic opportunity with an attractive base salary and benefits.

Should Regional Group and this position be a good match for you, please email your cover letter and resumé to: recruiting@regionalgroup.com.

If you are an applicant with disabilities and require accommodations, please let us know in advance so that we may arrange for their provision.