



## Director, Property Management

Reporting directly to the Vice-President, Asset and Property Management, the Director will focus on effectively managing the day-to-day operations of the team with a goal of maximizing the value of real property assets under management.

### About the role

As Director of Property Management, your key accountabilities will include:

- leading the property management team to produce financial results that meet or exceed expectations.
- fostering collaborative Tenant and Owner Relationships
- supervising and coordinating the preparation of annual operating and capital budgets.
- making recommendations on budget performance and providing oversight to the preparation of monthly variance summaries.
- negotiating and evaluating contracts and making recommendations.
- hiring, training, supervising and developing staff and conducting performance evaluations on supervised employees.
- preparing and conducting meetings for all levels of property management; developing and implementing property management training programs.
- developing expertise in appropriate markets to include competition activity, growth trends and demographic changes.

### About you

You have/are:

- uncompromising in your personal and professional character
- confident, articulate and an assured communicator able to set strategy and spearhead its execution on behalf of Regional Group
- entrepreneurial
- post-secondary education or suitable professional training and experience as an alternative.
- CPM or RPA Certification preferred
- excellent use of MS Office suite.
- effective oral and written communication.
- excellent interpersonal skills.
- excellent organizational skills

### 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 2 Million sf.
- are actively pursuing portfolio growth opportunities.
- have been shaping real estate in Ottawa for over 60 years.
- are proud of our fun and professional environment that promotes and rewards learning, development, and success.

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](mailto: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