



Assistant Commercial Property Manager

We are seeking an exceptional Assistant Commercial Property Manager to effectively support and work to obtain the management of a portfolio of commercial buildings ensuring appropriate levels of care and attentiveness are provided to all aspects of the building, thereby achieving optimal levels of return on investment for the ownership.

About the role

The Assistant Commercial Property Manager is responsible for:

General

- Providing general office administrative support to the Property Management team as required.
- Maintaining On-Call Books for Properties within portfolio.
- Assisting the Property Manager to conduct regular inspections of the properties and tenant spaces to ensure compliance with leases and proper upkeep of the properties which will lead to positive KPI's.
- Obtaining estimates/bids for repairs at the properties, creating PO's and inspecting work.
- Monitoring and updating Angus service orders to ensure timely completion and appropriate actions were taken.
- Providing excellent tenant service; communicating and resolving tenant requests in a timely manner and escalating any issues which may arise.
- Ensuring that property files are properly maintained and kept current in accordance with company policy; preparing and maintaining appropriate files, records, correspondence and file notes.
- Overseeing the interior and exterior maintenance and repairs of buildings in portfolio.
- Overseeing landscaping and painting, electrical and plumbing systems, windows, doors, elevators and floors.
- Making recommendations to the owners for repairs and upgrades.
- Updating and improving properties to increase return on investment.
- Assisting in the direction of operations staff.

- Coordinating tenant move in / move out as well as agreed-upon tenant improvements.
- Preparing reports on quarterly owner reports
- Preparing and maintaining energy efficiency reports as required by city, provincial, and federal mandates.
- Providing on-call support as required.

Financials

- Assisting in the preparation of annual budgets, year-end recoveries, quarterly reporting and all related tenant correspondence.
- Monitoring all accounts (PO's, GL's and AR) that pertain to the running of the building.
- Assisting in the collection procedures on late-paying tenants.
- Performing detailed verification of all invoice amounts and information with approved Service Orders or Contracts.
- Assisting the Accounting team with questions related to the properties and resolution of vendor issues.

About you

You have/are:

- Post-secondary education or suitable professional training and experience as an alternative
- 5+ years in commercial property management
- RPA or CPM a plus
- Must be able to obtain and maintain a PWGSC secret security clearance
- Experience using Yardi and Angus
- Microsoft Office (word, excel, outlook, powerpoint)
- Must have a vehicle
- Bilingualism an asset

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 2 million 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.

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