**Commercial Property Manager**

We are seeking an exceptional Commercial Property Manager to effectively manage 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 Commercial Property Manager is responsible for:

General

* + conducting regular inspections of the properties and tenant spaces to ensure compliance with leases and the proper upkeep of the properties.
  + obtaining estimates/bids for repairs at the properties.
  + generating and tracking service orders, approvals, and distribution.
  + coordinating contractor activity.
  + providing excellent tenant service.
  + supervising operations staff and full-time cleaning and maintenance crews or hiring out the work to subcontractors.
  + overseeing the interior and exterior maintenance and repairs of the building.
  + overseeing landscaping and painting, electrical and plumbing systems, windows, doors, elevators, and floors.
  + making improvements to properties to increase return on investment.
  + coordinating tenant move in / move out as well as agreed-upon tenant improvements.
  + reviewing and providing feedback on monthly/quarterly owner reports.

Financials

* + preparing annual budgets, year-end recoveries, all related tenant correspondence.
  + monitoring all accounts that pertain to the running of the building.
  + Instituting collection procedures on late paying tenants.
  + verifying all invoice amounts and information with approved Service Orders or Contracts.

**About you**

You have/are:

* post-secondary education or suitable professional training and experience as an alternative
* 5+ years in commercial property management
* RPA, FMA or CPM a plus
* able to obtain and maintain a PWGSC secret security clearance.
* experience using Yardi and Angus
* Microsoft Office (word, excel, outlook, powerpoint) skills
* access to a vehicle
* bilingual (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](mailto:recruiting@regionalgroup.com).

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