

POSITION PROFILE

Position Title	Assistant Property Manager (Contract – Maternity Leave)
Team	Western Region Edmonton
Position Location	Edmonton, Alberta
Reports to	Senior Property Manager
Date	December 2011

ABOUT US – DUNDEE REALTY MANAGEMENT CORP.

Dundee is an exceptionally dynamic and entrepreneurial organization. We seek out the best in everything we do. Our team is knowledgeable, diligent and dedicated and we share a real passion for our business and the desire to excel. Dundee is grounded in core organizational values including integrity, respect, fairness, transparency and accountability.

Our employees are our greatest asset and we are committed to providing a dynamic and rewarding environment in which our employees can thrive, including: promoting teamwork, communication, creativity and productivity; rewarding employees with professional and personal growth; encouraging continuous learning opportunities; providing competitive recognition and rewards programs; and, supporting a culture that values and respects employees and their ideas.

ROLE

Dundee is looking to hire an **Assistant Property Manager** with a minimum of 3 (three years of Commercial Property Management experience). Responsibilities include:

- Assist Property Manager with the collection of rents and all tenant obligations under the terms of the lease
- Establish and maintain a professional working relationship with all tenants within the portfolio
- Ensure compliancy of real estate with all restrictions and obligations, statutory, municipal or otherwise made by any governmental authority or agency having authority
- Assist in the preparation and review of financial reporting (annual budgets, monthly reporting, review of variances, expenses and revenues)
- Work with Property Manager in the preparation of tenders and contracts, and oversee tenant improvements and Landlords work
- Obtain quotations for building services, review contracts and agreements, provide recommendations to Property Manager
- Assist with the management and daily review of Dundee Plus (Angus based web enabled tenant response system)
- Assist with scheduling of building operations and direct interaction with building operators
- Respond to all tenant inquiries and take appropriate action to address issues expeditiously
- Coordination of tenant moves (in and out) of leased premises within the portfolio. Supervision of such activity with minimal disturbance to all occupants of the building is essential
- As directed by the Property Manager, carry out physical inspections and completion of reports pertaining to the buildings under management
- Assist Property Manager, in the building of a strong operations team, mentoring and supporting co-workers
- Support Property Manager in ensuring all contracted services are carried out in accordance with the terms of the agreements
- Manage special projects
- Assist Property Manager with various duties as assigned

SKILLS

- **Strong people skills.** A team player with a proven ability to build relationships at all levels of an organization.
- **Strong communication skills.** Demonstrated in written and verbal reports, presentations, and meeting facilitation.
- **Responsiveness.** Ability to anticipate needs and commit to respond in agreed time frames.
- **Innovator.** Proven ability to identify, evaluate and develop new ideas and support with results.
- **Deliver on commitments.** Ability to set clear objectives and deliverable goals.



QUALIFICATIONS

- Experience with commercial lease interpretation and tenant relations
- Experience in commercial property management
- Previous JD Edwards experience preferred
- Strong Microsoft Word and Excel Skills
- Currently enrolled in Management Designation, or willingness to enroll (RPA, CPM)
- Valid driver's license required