

PROPERTY MANAGER

Job offer: Permanent

Location: Greater Montreal and South Shore

Salary: To determine

Starting date: As soon as possible

ABOUT BTB

BTB is an important owner of buildings in Eastern Canada. BTB owns 71 commercial, office and industrial properties totaling more than 5.1 million square feet in the Greater Montreal, Quebec City and Ottawa areas. At BTB, a tenant is a client. Therefore our standard of service is held high. BTB develops sustainable relationships with its Clients and strives to demonstrate its ongoing commitment to them.

SUMMARY JOB DESCRIPTION

Reporting to the Vice President, Property Management, the property manager will be responsible for all the operation of the assigned buildings. The selected candidate will be responsible for the following tasks:

- Negotiate lease renewals in collaboration with the Vice President Property management and the Vice President leasing;
- Ensure that improvements and projects are completed on time, on budget and in accordance with the lease terms and the building codes;
- On a daily basis, manage tenants' requests, elaborate strategies to better respond to their needs while focusing on great customer service;
- Ensure proper functioning and maintenance of the building systems and facilities;
- Coordinate and supervise maintenance and operations of buildings and tasks executed by BTB's maintenance team and third party suppliers;
- Performing inspections on a regular basis to evaluate actual and future needs of all buildings assigned;
- Prepare and contribute to tender documents, recommendations and selection of potential suppliers;
- Make sure the buildings are in compliance with laws and rules (including health and safety, environment, etc.);
- Increase the energy performance of the buildings;
- Prepare operational budgets of the buildings and budgets for expenditures including those of a capital nature;
- Collaborate with BTB's leasing department to identify market conditions that could influence lease renewals ;
- Any other related tasks.

DESIRED SKILLS

- Customer service and quality oriented;
- Capacity to lead, manage and motivate a team;
- Leadership, great team spirit and ability to resolve conflicts;
- Ability to work with minimal supervision and time management;
- Attention to details and efficiency and thoroughness during project implementation.

REQUIREMENTS

- *Required:* At least 5 years' experience in a similar position;
- *Required:* Knowledge of real estate and project management ;
- *Required:* Valid Driver's License ;
- *Required:* French and English, spoken and written;
- *Asset:* A post-secondary education in administration or a related field.

BTB provides a friendly work environment, competitive compensation and benefits package.

Please, send your CV to:

rh@btbreit.com

We thank you for your interest. However, only selected candidates will be contacted.