

## **PROPERTY MANAGER**

**Job offer:** Permanent

**Location:** Montreal

**Salary:** According to experience

**Starting date:** As soon as possible

### **ABOUT BTB**

BTB is an important owner of buildings in Eastern Canada. BTB owns more than 66 commercial, office and industrial properties totaling more than 5.4 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:

- On a daily basis, manage tenants' requests, elaborate strategies to better respond to their needs while focusing on great customer service;
- Coordinate and supervise maintenance and operations of buildings and tasks executed by BTB's maintenance team and third party suppliers;
- Ensure proper functioning and maintenance of the building systems and facilities;
- 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;
- Make sure that improvements and projects are completed on time, on budget and in accordance with the lease terms and the building codes;
- Collaborate with BTB's leasing department to identify market conditions that could influence lease renewals ;
- Negotiate lease renewals;
- Any other related tasks.

## **KNOWLEDGE AND ABILITIES REQUIRED**

- Diploma in real estate, management, administration or equivalent ;
- At least 3 years' experience in a similar position;
- Knowledge of real estate and project management ;
- Strong oral and written communication skills, french and english ;
- Very proficient in MS Office Suite (Excel, Word, Outlook) ;
- Possess a valid Driver's License.

## **DESIRED SKILLS**

- Dynamic, positive and resourceful ;
- Capacity to communicate warmly and manage various clienteles ;
- Efficiency and thoroughness during project implementation ;
- Remarkable capacity to adapt, to self-governance and to organize ;
- Skills to convince and negotiate with people ;
- Capacity to lead, manage and motivate a team;
- Abilities to handle stress.

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

**Please, send your CV to:**

[rh@btbreit.com](mailto:rh@btbreit.com)

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

