

Property Manager

Location: Laval QC

Do you love **property management** and want to be part of a growing contemporary company? Are you eager to **manage a portfolio of** prestigious commercial properties? Do you want to be responsible for your own **business plan**? Are you looking to collaborate with a **team** that supports your needs? If you consider yourself to be self-motivated and a service-oriented individual with prior **commercial real-estate experience**, we'd love to hear from you!

Why consider this job with Alcovi?

We value our employees. They form a highly respected, tightly knit team that understands what is at stake for our clients. We are a rapidly growing company managing over 5M sq ft of Real Estate Assets across the GMA and with several major projects in the pipeline. **We offer a compelling package including:**

- Competitive salary commensurate with your talent and experience as well as performance-based Bonus incentives
- Eligibility for RRSP program with employer contribution
- Generous vacation plan
- Comprehensive group benefits plan
- Various company activities

Core responsibilities

- Participate in development and implementation of strategic operating plan for each property
- Create engagement plans for owners, tenants, suppliers, and partner relations
- Ensure tenant compliance with obligations under the terms of lease
- Engage with and manage suppliers and contractors to ensure that all services are performed in accordance with service level agreements
- Ensure safety and environmental programs are in place and updated regularly
- Collaborate with Technical Services team on execution of preventative maintenance program and day-to-day facilities functionality
- Conduct periodic property inspections in the context of reviewing and improving the asset plans

Property performance analysis & reporting:

- Oversee the preparation of annual budgets and key performance metrics including NOI
- Participate in monthly financial reviews with the Director of Property Management to ensure timely delivery of key performance results and the advancement of priorities
- Prepare periodic Executive Commentary reports as required
- Ensure invoicing is accurate and timely including annual pre-bill and year-end adjustment billing
- Timely review of year end operating cost reconciliations

Knowledge & Experience:

- University degree with CPM/RPA designation desired
- Fluently bilingual (English/French) both written and spoken
- Minimum 5 years working in real estate managing mixed portfolio including office and industrial assets
- Demonstrated experience with financial aspects of commercial real estate, financial reporting and budgeting
- Capable in MS Word and Excel (knowledge of YARDI an asset)
- Efficiently organized, skilled with time management, strong customer service/tenant relation skills
- Solid technical facility skills understanding knowledge of building systems
- Available to respond as required to after-hours emergency calls to provide site presence either personally or via delegated technical services personnel while taking the necessary actions to ensure all emergency procedures are followed

ABOUT ALCOVI CAPITAL

Having built a reputation as a Trusted Advisor to a discerning clientele of institutional and private owners and investors, Alcovi Capital delivers asset and property management services of the highest quality, while forging solid, long-term relationships founded on transparency, responsiveness and accountability.

We believe that the key to our success is attaining complete **A**lignment with our clients on a **C**ommon **V**ision of strategic goals and objectives. This is the core of our business philosophy; in fact, it's in our name.