



## Property Manager

**Tonko Realty Advisors Ltd. /Redcliff Realty Group** is a fully integrated real estate advisory and investment organization providing asset management, development and property management services throughout Canada. Tonko/Redcliff currently manages 56 million square feet of industrial, retail and office properties with a market value of over \$9 billion.

Tonko/Redcliff is in search of a **Property Manager – TELUS Plaza** for their Edmonton Office who will report to the General Manager. This position requires a friendly, enthusiastic, customer service oriented individual with excellent communication skills and the ability to multi-task. Requirements for this position are outlined below.

### **Responsibilities include, but are not limited to:**

- Provide strategic recommendations on property operations, capital planning and major repairs;
- Develop excellent professional relationships with Tenants through daily and enthusiastic customer service;
- Manage operational and financial reporting;
- Tender, select and supervise service contracts;
- Prepare budgets, monthly, quarterly and annual reports;
- Display and lead a team to provide excellent internal and external customer service;
- Ensure the operational integrity of the portfolio so that financial performance can be maximized.

### **Qualifications:**

- CPM, RPA or working towards this designation;
- 5+ years of experience managing commercial real estate;
- Possess a current Alberta real estate license from the Real Estate Council of Alberta;
- Ability to meet deadlines in a fast-paced environment;
- Strong communication skills; oral, non-verbal and written;
- Proficient in Microsoft Office suite of products;
- Good interpersonal skills, professional and efficient;
- Ability to work independently as well as a team member;
- Committed to customer service all tenants, contractors, internal and external stakeholders;
- Shows initiative, enthusiasm and excellent critical thinking (we want your ideas).

Salary is commensurate with experience. A competitive benefits package is also included after three months. The successful candidate will start as soon as possible. Please submit your resume in Microsoft Word format along with salary expectations to [hr@tonko.com](mailto:hr@tonko.com) or via fax to (403) 228-4899, to the attention of Human Resources.

This position was posted on December 16, 2011 and will remain open until a suitable candidate is hired.

Although we value all applications, only those selected for an interview will be contacted.