

Our client is a well respected, Vancouver based property and asset management company with a residential portfolio located throughout Metro Vancouver. They require a General Manager to oversee their Property Management, Asset Management, Operations and Office team. This is a great opportunity for a self-motivated individual, who will assume the HR, Financial and Administrative responsibilities for the overall management of the office.

As General Manager, your key job tasks will be to:

- Provide leadership and vision to the organization by assisting Board and staff with the development of the long range and annual plans;
- Evaluate and report the progress on long and short term plans;
- Research and develop proposals and documents to meet goals;

Some of your financial management responsibilities will be:

- Providing recommendations regarding investments and strategies;
- Overseeing preparation of annual budgets, statements and audits;
- Providing vision and leadership for the overall financial health of the company;
- Recommending effective utilization of long and short term debt, including refinancing and purchasing/sales;
- Overseeing the Asset Management Services

Some of your HR management responsibilities will be:

- Working with the Board of Directors, arranging meetings and agendas, attending meetings;
- Ensuring policies are followed and supporting documentation is up to date and provided;
- Initial and on-going training and development of employees;
- Maintaining general oversight to ensure the accuracy of all records ie inventory, accounts;
- Ensuring the integrity of client and vendor files;
- Assisting in developing of forms and tools to increase company efficiency and risk management.

Qualifications summary:

- Minimum 5 years in personnel management, including hiring, supervision, evaluation and benefits administration;
- Minimum 5 years experience in business planning, management and financial oversight;
- College or University graduate or equivalent experience;
- Proven abilities to cope with conflict and crisis situations;
- Demonstrated abilities to work in proactively diverse and inclusive organization;
- Thorough knowledge of working with a board of directors and committees;
- Excellent verbal and written communication skills and ability to motivate and manage staff;
- Proven leadership, problem solving and mediation skills;
- Strong organizational skills and ability to work efficiently under pressure to manage multiple tasks and prioritize for completion;
- Proficiency with office computer equipment and software.

This opportunity will appeal to qualified individuals with a clear vision for the organization. Someone who likes to mentor, sharing their skill set and experience to motivate and assist other members of the team, while working in a fast paced, casual, team oriented office environment.

For the right candidate, a very competitive salary and benefit package are being offered. For more information and to be considered for the position, please forward your resume to sk@kendrickrecruiting.ca. Kendrick Recruiting Ltd. thanks all applicants in advance for applying however only those meeting the criteria will be contacted.