



Position Job Title: Director, Asset Management
Location: Campus Support Centre, Surrey
Reports To: Executive Chairman

JOB SUMMARY

Schej Realty is a real estate subsidiary of Primacorp Ventures. Schej Realty manages a portfolio of commercial real estate in excess of 500,000 square feet spread throughout major markets in Western Canada. We are excited to announce that we are looking to add a Director, Asset Management to our team!

The purpose of the Director, Asset Management position is to manage the Real Estate department and achieve results in alignment with the overall corporate objectives. Working with the senior management team and under general guidance of the Executive Chairman, the Director, Asset Management is directly responsible for the Real Estate department's portfolio performance in the following areas Leasing, Property Management, Capital Improvements, Acquisitions and Dispositions. The Director, Asset Management will oversee all aspects of the Real Estate department including but not limited to: developing and executing strategic business plans; maximizing the ROI of each asset through property analysis and capital investment programs; monitoring assigned assets through monthly financial report reviews and property inspections; negotiating lease agreements and managing the acquisition, management, and disposition of assets.

JOB PROFILE

Specifically, the Director, Asset Management will be responsible to:

- Analyze, develop, recommend, and execute financial, strategic and operational business plans for each real estate asset and portfolio
- Identify and analyze potential acquisitions and managing the acquisition, management, and disposition of assets
- Manage and negotiate leasing of all new and existing assets to local, regional, and national tenants to maximize ROI and ensure consistency with project and/or property budgets
- Assist business partners in space planning and facility setup
- Oversee the operations and financial activities on a portfolio of properties, while building and maintaining relationships with tenants, property owners and vendors
- Complete other duties as assigned

SPECIFIC RESPONSIBILITIES

The Director, Asset Management will be responsible for the following as well as other related duties as assigned to support the business objectives and purposes of the Company.

1. Analyze, develop, recommend, and execute financial, strategic and operational business plans for each real estate asset and portfolio such as:

- Preparing reports, analysis, presentations and recommendations to increase physical and economic occupancy, optimize profit, and drive NOI.
- Developing and recommending business plans for individual assets and portfolios.
- Recommending and coordinating capital improvement, leasing, financing, and sales plans of existing assets.
- Providing asset appreciation and ROI expertise to the Chairman.
- Securing financing for existing assets, permanent financing for acquisitions, and the disposition process for assets arranged for sale.
- Assist with mortgage refinancing and negotiation of financing terms.
- Reviewing financial information provided by management and external service providers on a monthly and quarterly basis.
- Working with Real Estate law to establish real estate agreements to facilitate nimble negotiations while preserving all appropriate and necessary asset protections.
- Utilizing the established sales and marketing strategies to increase property traffic, maintain closing ratios, and achieve the budgeted occupancy.
- Creating annual budget revenue projections and manage revenue of the assigned portfolio.

2. Identify and analyze potential acquisitions and managing the acquisition, management, and disposition of assets such as:

- Establishing appropriate methods of oversight, internal control and administration upon acquisitions and dispositions.
- Managing the purchase and sale processes including research and completing all due diligence of properties.
- Visiting various properties to ensure a strong understanding of various markets and locations, and to search for potential acquisition opportunities.
- Marketing and showing properties as required.

3. Manage and negotiate leasing of all new and existing assets to local, regional, and national tenants to maximize ROI and ensuring consistency with project and/or property budgets such as:

- Analyzing prospective tenants including but not limited to researching new tenant information as to performance, design layouts, construction requirements and analyzing company financials.
- Maintaining leasing status reports and accurate records with respect to potential tenants for new and existing properties.
- Updating, on a yearly basis, specific information that may be required for each property (ie: lease expiry dates, re-merchandising plans, tenant mix analysis).
- Negotiating, documenting and coordinating lease buy-outs, surrenders, assignments, tenant buildouts, etc with the necessary departments.

- Negotiating in the best interest of the Company and finalize acquisitions, leasing, subleasing and other related transactions with the Chairman's approval.
- Directing the lease negotiation process including preparing, offering, reviewing, negotiating, and finalizing lease documents with the Chairman's approval.
- Leasing available and vacant space within the various properties, preparing offers and negotiating all aspects of formal proposal and lease documents by working with Real Estate brokers.
- Managing tenant mix and assets to maximize return with respect to rental rates, renewal strategies, and tenant retention.

4. Assist business partners in space planning and facility set up by:

- Providing space planning for new facilities.
- Evaluating existing space utilization and improve space efficiencies for existing facilities
- Planning, managing, and overseeing the setup of facilities (IT, furniture, move in's move out's, signage) to ensure smooth full operation of campuses.

5. Oversee the operations and financial activities on a portfolio of properties, while building and maintaining relationships with tenants, property owners and vendors such as:

- Monitoring any tenant and landlord improvements, controlling payments/processing of contractors' invoices for the projects with Chairman's final approval.
- Building and maintaining tenant relationships including responding to all tenant issues such as facilitating construction, tenant opening, operation and asset management issues.
- Managing and oversee complete process of campus build outs including planning, design, construction stages and communication with campus staff.
- Managing and overseeing renovations of existing campuses and communication with campus staff, landlords, and contractors.
- Resolving property management issues of existing campuses, such as conflicts with landlords and contractors in a tactful and expedient manner with relevant parties.
- Reviewing and managing operating expenses and processes for properties that the Company owns & leases such as capital expenditure, scrutinizing third party property managers, issues with tenants, leasing strategies, etc.
- Coordinating with the accounting and finance department to management and oversee rental charges and payments, year-end reconciliations, landlord invoices, etc.
- Managing service contracts including cost management/reductions for existing assets such as janitorial and signage contracts with Chairman's final approval.
- Managing vendor relationships effectively to ensure service expectations and contract obligations, including bid and insurance requirements. Providing quality-control oversight, implementing cost-containment initiatives, and liaising between tenants and third-party service providers as necessary.
- Conducting periodic property and facility inspections and remedying any deficiencies.
- Engaging and managing internal and external partnerships with tenants, landlords, brokers and vendors.

6. Complete other duties as assigned

- Preparing various internal reporting on a periodic basis.

POSITION REQUIREMENTS

To be successful in the Director, Asset Management position, individuals must be committed to developing, maintaining and demonstrating the following:

Education and Experience:

- Post-secondary education with emphasis in Real Estate, Commerce, Finance, Urban Land Economics, or related discipline.
- Minimum 10+ years of experience in the Real Estate sector.
- An equivalent combination of training and experience.
- A valid BC Property Management License.
- Strong understanding of real estate finance and accounting, real estate appraisal, land development and project management.
- Experience in developing commercial agreements and facilities from inception to operation delivery.
- Knowledge and experience in all areas of retail, office, mixed-use commercial and industrial markets and products is an asset.
- Experience with financial analysis and project modelling is an asset.
- Experience in Yardi is an asset.

Skills and Abilities:

- Exceptional interpersonal, communication and leadership skills with the demonstrated ability to work effectively with a range staff, service users, and leaders at all levels within, and external to a large, multi-site organization.
- Advanced oral and written communication skills, including presentation, group facilitation and business writing skills.
- A strong understanding of real estate valuation and financial analysis.
- Ability to provide leadership, direction, coaching and support.
- Ability to work independently with limited direction.
- Excellent organizational skills with ability to multi-task.
- Ability to develop and maintain working relationships with outside agencies and organizations.
- Excellent judgment, problem solving skills with ability to make appropriate decisions under pressure.
- High energy is a must along with ability to work under pressure and maintain a calm focus during hectic periods.
- Ability to exhibit a professional attitude and image with a commitment to quality service.
- Thorough knowledge of MS Office and other job specific software.
- Strong attention to detail.
- Ability to motivate staff and maintain a culture of a strong work ethic and team environment.
- Extensive real estate industry knowledge and contacts.
- Ability to visualize the strategic impact of their role and have the tools and technical skills necessary to lead redevelopment projects over the entire life cycle.
- Ability to analyze and synthesize complex data sets, and to plan, estimate, schedule and complete projects on time and on budget.
- Knowledge of property-related federal, provincial and local regulations, codes, and legislation.

Provisios:

- Willingness to be available to work days, evenings and weekends as needed.
- Ability to travel throughout Canada to prospective markets and properties as required.
- A valid class 5 driver's license and access to a reliable vehicle will be required.

To Apply:

To apply, please submit your cover letter and resume here:

<https://campussupport.mua.hrdepartment.com/hr/ats/Posting/view/1562>

The job posting will be open until the position is filled. We appreciate and thank all applicants for their interest in advance; however, only candidates selected to move forward in the process will be contacted.