



MALAHAT

Investment Corporation

Commercial Property Manager

The Malahat Investment Corporation (MICO) is seeking a **Commercial Property Manager** to oversee our lands in the Mill Bay, BC (the former Bamberton Industrial Site). The position will be responsible for leasing of the existing income producing property portfolio including the retention of existing tenants through lease extensions, securing new tenancies in upcoming vacancies, and the leasing of new speculative projects, all through relationship driven initiatives. If you are looking for a challenging role that encompasses project management, and allows you the opportunity to learn and grow your skill-set in Property Management, this may be the role for you!

Job Responsibilities

- Managing a portfolio of properties, including but not limited to Commercial and Industrial buildings.
- Prepare proposals, offers to lease, Listing Agreements, and other documents relating to the portfolio of properties
- Understand development pro forma, annual operating budget and lender requirements as they relate to leasing activities (anticipated lease rates, lease-up periods, TI allowances, other inducements)
- Facilitate preparation and execution of all legal lease documents
- Propose updates to legal documents as required
- Negotiate all Lease options, amendments, buyouts, terminations etc.
- Work with Marketing team to develop appropriate marketing materials for leasing
- Stay connected and current with the market movements
- Work in cooperation with the entire organization including maintenance, construction and leasing.
- Ensure appropriate and timely response to all requirements from tenants.
- Knowledge of general accounting practices including capital planning, budgeting, and reporting.
- Ensure a positive tenant experience by ensuring their needs are met, acting as point of contact.
- Coordinate move-in, move-out, and inspection reports.
- Responsible for operating budgets and review of financial statements.
- Ensuring all receivables are collected in a timely manner and properly recorded.
- Oversee preventative maintenance, capital improvement, through obtaining quotes and working with external parties
- Experience interfacing with local (zoning, bylaws, etc.) and provincial government agencies (water, power, dams, etc.)
- Project Management responsibility as needed

Qualification

- 3+ years' experience in Commercial/Industrial Property Management (other relevant experience may be considered).
- Full understanding of commercial lease agreements, contract negotiation, and administration.
- A positive and professional attitude, with the ability to handle challenging situations.
- Strong written and verbal communication, 100% proficient in English.
- Able to multi-task, prioritize, and work well with multidisciplinary teams.
- On-call for emergencies
- Experience working with First Nations is preferred

If you feel you meet the hiring criteria and are interested in hearing more about this opportunity, you can submit your application below with your updated resume attached. Please note that due to the high volume of applicants, only qualified candidates will be contacted. Please send applications to Josh@malahatinvestment.ca