



**STRATHALLEN**

<b>Position Title:</b>	Operator, Property Management
<b>Reports To:</b>	Manager, Property Management Mechanical Systems Manager, Property Management
<b>Location:</b>	Royal City Centre – New Westminster, BC

### **About the Company:**

Strathallen is a fully integrated Canadian real estate management company. Founded in 2003 by seasoned real estate executives, Strathallen provides asset management, property management and strategic advisory services to institutional and high net worth investors. The Company currently manages and operates three private closed-end funds, with the mandate to strategically acquire and dispose of quality retail investments and deliver industry leading risk-adjusted returns. Strathallen provides investors with confidence through co-investing and incentive fee arrangements. The Company is supported by; in-house asset management, property management, financial, leasing and development teams. Strathallen specializes in creating value in opportunistic property investments on behalf of institutional clients. Strathallen's culture supports a diverse team environment where our leaders are dynamic and our employees work in a collaborative mindset; we respect the people we work with and for, and we encourage entrepreneurial spirit. For more information on Strathallen, please visit [www.strathallen.com](http://www.strathallen.com).

### **About the Position:**

We are looking for an energetic and enthusiastic candidate to join Strathallen as an **Operator, Property Management** at Strathallen Property Management Inc. This position offers an excellent opportunity for an individual to grow and add value to the existing portfolio. This is a job for people who excel at working with their hands.

### **Key Responsibilities:**

- Maintain, test, adjust and repair basic repairs to mechanical, plumbing, and electrical systems.
- Assist with handyman duties such as repair and maintenance to door/window hardware and wall repairs/painting.
- Responds to emergencies as dispatched and directed by Supervisor and/or Property Manager.
- Conduct investigations into building operations issues and assigned property inspections.
- Prioritize and co-ordinate basic maintenance activities to meet the needs of the tenants and clients.
- Complete reports, statistics, and maintain records of activities for review by Supervisor and/or Property Manager including monthly utility meter readings
- Assist Supervisor, as needed, in the completion of the project's maintenance requirements.
- Conduct routine custodial building operations and service activities that are standardized and repetitive.
- Report problem areas to Supervisor and/or Property Manager.
- Complete standard records of work performed, including checklists.
- Greet Tenants and Suppliers and develop courteous relationships.
- Establish working relationships with other building operations' staff to understand the process for delivering excellent service to Tenants.
- Operate equipment and tools required to complete assigned tasks.
- Maintain clean and tidy environment in mechanical and electrical rooms.
- Identify unusual incidents or situations and promptly report them to Supervisor and/or Property Manager.
- Utilize Strathallen's operational programs (i.e., Building Engines).
- Perform special assignments and any other duties as required.

**Job Requirements:**

- 1 – 3 years related maintenance (Building Operator) experience.
- Previous work experience in security systems, parking, janitorial/custodial services, grounds keeping an asset.
- Ability to work on a ladder and work with a lift after licensing.
- Available to work rotating shifts, including weekends and evenings if needed.
- Rotational call out requirement to carry a work phone to be on call for emergencies.
- Baseline knowledge of mechanical or electrical systems or a willingness to further skills in this area is an asset.

Please email resumes with cover letter to [careers@strathallen.com](mailto:careers@strathallen.com) referring Job: Operator, Property Management BC in the subject line.

Strathallen is a strong advocate for diversity, equity, inclusion and an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race, colour, religion, sex, abilities, age, sexual orientation, gender identity, national origin, veteran status, or genetic information. Strathallen is committed to providing access, equal opportunity and reasonable accommodation for individuals with disabilities in employment.

To request reasonable accommodation during the recruitment process or need any assistance with the application process, please contact Sue Young at 416-238-7168 or [syoung@strathallen.com](mailto:syoung@strathallen.com)