

Position Title:	Operations Supervisor, Property Management
Reports To:	Senior Manager, Property Management
Location:	Market Mall – Saskatoon, SK

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.

About the Position:

We are looking for an energetic and enthusiastic candidate to join Strathallen as an **Operations Supervisor, 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.

Main Responsibilities:

- In-depth working knowledge of all building related systems
- Monitor the physical operation of the building including mechanical, electrical and HVAC exhaust/systems; perform equipment and area inspections, recording conditions, activities and status
- Supervise, monitor, and direct the duties carried out by contracted building service providers (i.e. security, custodial, elevator/escalator, landscaping, pest control) to ensure tasks are completed as per contract specifications
- Supervise, monitor and direct the activities of contracted building service staff to ensure that all tasks are completed correctly and in a timely manner
- Ensure best practices are followed for curtain wall, structural and roof maintenance
- Oversee preventative maintenance programs to ensure longevity of building equipment and systems
- Obtain quotations to perform building repairs and make recommendations to the Property Manager
- Manage all maintenance and repairs within budget along with any approved capital spending as directed by the Property Manager
- Conduct regular inspections of all phases of property operation
- Maintain courteous relationships with tenants, contractors and suppliers
- Coordinate all landlord and tenant work to ensure it complies with building codes and landlord specifications
- Assist in preparing monthly reports, including operations narrative and variance reporting
- Assist in the annual budget preparation for annual property expenses

- Responsible for 24-hour emergencies and escalating them to the appropriate individuals; carry a mobile phone, respond to calls after normal working hours
- Participate in corporate occupational health and safety program

Qualifications

- 5+ years of experience in building operations, preferably in a retail setting
- Knowledge of building mechanical and electrical equipment
- Knowledge of building systems and preventative maintenance
- Knowledge of hand tools, basic plumbing repairs, and basic electrical repairs
- Strong attention to detail with the ability to organize/manage multiple tasks and meet deadlines in a demanding work environment
- Excellent computer skills with a proficiency in all Microsoft Office programs
- Excellent verbal and written communication skills

Please email resumes with a cover letter to careers@strathallen.com referring job: Operations Supervisor, Property Management in the subject line.

We encourage all qualified candidates to apply. We thank all applicants for their interest in this position and our organization; however, only applicants selected for an interview will be contacted.

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 Nicole Manuel at 416-479-3183 or nmanuel@strathallen.com.