

ProCura Position Description

Job Title:	Operations Manager
Location:	Edmonton
Reporting to:	Director, Property Management
Direct Reports:	Building Operators and Maintenance Workers
Date:	January 2018

Position Summary:

Responsible for overseeing Operations group and handle capital and special projects for all commercial and residential properties.

Critical Aspects:

- Technical, supervisory and mentoring skills

Responsibilities:

- Supervise and coordinate the activities of the Building Operators
- Assist with the scheduling of major projects
- Assist with annual operating budget
- Issue RFQ's on annual and capital expenditures
- Oversee capital expenditures plan and preparation of capital budgets
- Monitor the execution and performance of service contracts
- Coordinate tenant improvements
- Determine building and property risk management concerns for correction
- Implement Standard Operation Procedures for Operation Team
- Implement and maintain Preventative Maintenance Program
- Other duties assigned by the Director of Property Management

Measurements:

- Execute capital projects on time and budget
- Timely completion of assignment projects/tasks

Working Relationships:

Internal:

- Property Management, Operations, Accounting, Construction team members

External:

- Tenants, Contractors, City of Edmonton, Industry Associations

Qualifications:

Required:

- A minimum of 10 years of operations supervisor experience
- High degree of professionalism and dedication to all stakeholders with demonstrated customer service/tenant relation skills

- Proficient computer skills and knowledge of Microsoft
- Strong inter-personal, organizational, communication and negotiation skills required
- Valid Class 5 license and own automobile
- Criminal Record check required upon offer of employment

Asset:

- Minimum 4th Class Power Engineering Certificate
- Operations experience within property management or real estate industry
- Post-secondary education with emphasis in Business or Accounting

Capabilities:

- Flexible to organizational needs and change in direction
- Capacity to juggle many projects over a selection of properties
- Able to work in a fast-paced, highly creative results-oriented environment

To apply for this opportunity, please email your resume to magriffin@procura.ca

Only those candidates who meet the qualifications will be contacted with further details.