

COMMERCIAL PROPERTY MANAGER

WHO WE ARE AND WHAT WE DO:

ICR Commercial Real Estate provides Property and Asset Management Services to a wide variety of commercial and residential property owners and condominium developments. We are an established company that is rapidly expanding our base of clients and services. We are searching for an individual who can utilize their skills to provide commercial property management services to our clients. We are growing and adding positions.

WHAT'S THE POSITION:

The Commercial Property Manager provides day-to-day management services to commercial property by: liaising with owners, tenants and trades; arranging and supervising building repairs and maintenance; attending on-site for meetings and inspections; creating and implementing budgets; reviewing and reporting on financials; and, communicating with others to solve issues as they arise, all while maintaining solid relationships with our clients and service providers.

WHO WE ARE LOOKING FOR:

We are looking for strong independent thinkers and self-starters. In this position you have a lot of independence on how you organize yourself and your day in order to get the work completed. We are looking for problem solvers with strong analytical skills. We need team players that work well in a group setting as well as working on your own to help achieve the goals of the team. You will need an aptitude for understanding and explaining financial information. The Commercial PM will also be required to understand building systems and preventative maintenance items in order to facilitate our value add approach to commercial real estate assets. Because a big component of your position is dealing with the public, the successful candidate should possess strong interpersonal and communication skills (verbal and written). Must be competent in both Word and especially Excel computer programs. An understanding of legal terms and contracts is an asset.

WHY JOIN ICR:

Our Property Managers enjoy flexibility in their work lives. We strive to find a balance between time in the office and time spent attending to sites and meetings. Unexpected events occur that must, of course, be attended to but with the result is that Property Managers are generally free to manage their time throughout the week. You are not tied to a desk and we don't have doors in our office.

ICR has a great team atmosphere with many resources to draw upon to assist in providing exemplary service. We foster a team environment and rely on collaboration and our combined experience to be successful. We coordinate many company team building events and activities for our staff throughout the year.



100-261 1ST AVE N. SASKATOON, SK S7K1X2 | P: 306.664.6118 | F: 306.664.1940

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We offer a competitive salary based on experience, have a great benefits package and matching RRSP contribution on eligibility.

WHAT TO DO NOW:

Interested applicants should submit their cover letter and resume outlining their skills, experience and interests by email (jobs@icrcommercial.com). Subject line must state "Property Manager". Thank you to everyone who applies, however, only selected candidates will be contacted. Offers of employment will be contingent on satisfactory Security Background Checks, Credit Check and Reference Checks where applicable.

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