



JOB TITLE: Asset Manager
DEPARTMENT: Guardian Capital Real Estate Inc. (“GCREP”)
REPORTS TO: Sr. VP, Acquisitions & Asset Management & VP, Acquisitions & Asset Management
LOCATION: Toronto, ON

JOB STATEMENT:

Based in Toronto, the Asset Manager will be directly responsible for overseeing the operations and performance of the commercial real estate properties in the Guardian Capital Real Estate Fund (“GCREP”) portfolio. The Asset Manager will work closely with third party property management and leasing groups. The successful candidate will be expected to maximize returns for the assets under their control and ensure that those assets are maintained and operated to a high standard. The Asset Manager will also make appropriate recommendations for the hold or sale of the assets managed by them and help ensure that any approved sale achieves the best value in the market.

ESSENTIAL FUNCTIONS:

Planning:

- Preparing an annual strategic asset management plan, monitoring the plans and reporting them to the rest of the Team; and
- Working with third party property managers to prepare annual leasing, operating and capital budgets together with supporting material.

Operations:

- Monitoring the assets and property managers by way of regular meetings, reviewing monthly reports and performing ongoing reviews of leasing activity, major expenses and capital programs;
- Establishing a regular review process with the property managers for major capital upgrades and any other special projects;
- Developing leasing strategies based on an ongoing review of market conditions and communicating expectations to leasing agents and property managers; and
- Conducting on-site reviews of the assets, including tenant visitations, on a regular basis, and at least semi-annually.

Reporting:

- Reporting as required to the rest of the Team, summarizing significant activity;
- Reviewing the rents, monthly property management reports and ensuring timely delivery of the information to the rest of the Team;
- Reviewing GCREP and tenant financial statements as required and managing property cash flow and distributions monthly and quarterly;
- Providing input as required on the quarterly reports; and
- Reporting as required and on a timely basis to the Executive Committee, including asset overview, leasing, operations and capital.

Other Duties:

- Assisting in the preparation of client, board and committee presentations, as required.

QUALIFICATIONS:

- University degree, preferably in business
- Minimum of 3 years of relevant real estate experience and background in a similar asset management role
- Strong financial acumen and previous experience in a hands-on leasing role would be advantageous
- Thorough understanding of all product types, with a particular strength in industrial, retail and office
- Strong fiduciary orientation

- Relationship Skills – superior oral and written communication and presentation skills; ability to develop and sustain cooperative working relationships; self-motivated, professional and flexible; committed team player; ability to exercise discretion and confidentiality
- Organizational/Multi-Task Skills – Ability to work autonomously with the ability to allocate time effectively, work under pressure and manage tight deadlines; ability to handle multiple demands and competing priorities, and adapt to new ideas and constant changes; ability to cope with changing needs and deliver successful results within agreed upon time frames; detail oriented and accurate
- Decision Making Skills – Ability to resolve problems using facts and sound reasoning; ability to achieve goals using a strategic approach; proven innovation with a willingness to manage and adapt to change
- Computer Skills – Strong skills in Excel and Word; working knowledge of Argus an asset

COMPENSATION:

Commensurate with experience

If you are interested in applying for this position, please forward a cover letter and resume in confidence to hr@guardiancapital.com.

Guardian Capital is committed to accessibility in employment and to ensuring equal access to employment opportunities for candidates, including persons with disabilities. In compliance with AODA, Guardian Capital will endeavour to provide reasonable accommodation to persons with disabilities in the recruitment process upon request. If you are selected for an interview and you require accommodation due to disability during the recruitment process, please notify the hiring manager upon scheduling your interview.

We thank all applicants for their interest but only those selected for an interview will be contacted.