



POSITION	Real Estate Manager
REPORTS TO	CEO & VP Capital Development
LOCATION	Victoria, BC
MdGB	MdGB Management Inc. is an in-house real estate asset management operating company and service provider.
SCOPE	<p>The Real Estate Manager is responsible for the full scope of our real estate portfolio – management of our building managers and team, lease strategy and implementation, capital budgets, modeling of opportunities to oversight of financial reporting and producing quarterly performance reporting and analysis.</p> <p>Communicating and interacting with a full spectrum of individuals from small tenants to professional advisors, seasoned real estate professionals and property managers is key to this role.</p>
KEY RESPONSIBILITIES	<ul style="list-style-type: none"> • Manage our Real Estate Team – building managers, support team members and core vendor and tenant relationships • Evaluate performance of the assets vis-à-vis the individual asset plans, and recommend and implement revisions as necessary • Complete full financial review and analysis on a quarterly basis • Set annual operational and capital budgets in accordance with asset plans; approval of expenses outside of budget. • Prepare leasing and marketing strategy to maximize the income profile and value of each property, supported by market-based comparable and competitive information working alongside Building Managers • Manage CapEx and Reserve budgets for buildings. • Manage commercial tenant waitlist and application process • Drill down on property management financial information to thoroughly understand the reporting • Approve annual TNET reconciliation and communication • Attend property tours quarterly • Identify value creation opportunities • Assist with acquisitions, dispositions, and financing transactions • Coordinate due diligence activities, if needed
EDUCATION & EXPERIENCE REQUIRED	<ul style="list-style-type: none"> • Degree in Business, Urban Development, and/or related field • 7+ years of experience in real estate or a related field considered an asset • Experience in the multi-residential and commercial sector considered an asset • Strong time-management, prioritizing, and multi-tasking skills • Excellent organizational, analytical, problem solving, and computer skills • Excellent oral and written communication skills • Strong interpersonal skills, and works well with others