



General Manager

ABOUT THE ROLE:

Reporting to the VP of Real Estate Management, Epic is seeking two General Managers who will be responsible for all aspects of Property Management for a Commercial Real Estate Portfolio consisting of twenty-four buildings in Calgary comprising approximately 1.8M sq. ft. with direct oversight of a portfolio comprised of six buildings totaling 395,000 sq. ft. Further responsibility includes management of a team of eight property management professionals and operations field staff, financial reporting, capital planning, service excellence and strategic leadership.

Your Responsibilities:

- Financial Reporting - Timely and accurate presentation of reports and supporting documentation for management reports, budgets, and forecasts.
- Maximize Net Operating Income, Operating Cash flow and Net Cash Flow - Review results related to operating costs, vacancy, leasing and accounts receivable and evaluate in relation to benchmarks.
- Staff Oversight – day to day management and leadership of the Calgary management team consisting of Operations Manager, Property Manager(s), Assistant Property Manager(s), Property Administrator(s), and on-site Building Operations staff.
- Staff Development - Ensure progress / training plans are in place and reviewed regularly for employees. Provide feedback to assist in the development of staff skills on a continuous basis. Promote and build a team-based atmosphere and work ethic.
- Capital - Provide effective leadership and guidance to staff contributing to the successful implementation of the property's capital plan.
- Quality Programs / Benchmarks - Monitor process related to CRM's, 310-Epic and sustainability initiatives to ensure targets are met. Provide any necessary training and / or feedback to the staff on a timely basis.
- Customer Service - Build and maintain a strong customer service culture and ensure customer service initiatives are implemented.

Requirements:

- University Degree a benefit
- Active Alberta Real Estate License
- RPA a benefit
- Experience in financial reporting
- 8+ years of progressive experience directly related to Property Management in the Office sector

About Epic Investment Services

Epic is a fully integrated real estate management platform providing asset, investment, and property management services to institutional, wealth managers and high-net worth investors. Headquartered in Toronto, Canada, Epic has over \$13 billion in assets under management across Canada and the U.S. comprised of 22 million square feet of office, retail, industrial and multi-family residential properties.

How to Apply:

Qualified applicants may e-mail their cover letter and current resume to careers@epicinvestmentservices.com indicating “**General Manager**” in the subject line.

Epic Investment Services is committed to diversity, equity, inclusion, and is an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to ethnicity, age, religion, race, gender identity, physical ability, or sexual orientation, or any other elements protected by law. Epic Investment Services is committed to providing access, equal opportunity, and reasonable accommodation for individuals with disabilities in employment. For all internal and external applicants who require accommodation in the recruitment and selection process, please contact akumbaro@epicis.com for assistance/support.

We sincerely appreciate the interest of all applicants, however only those selected for an interview will be contacted. **No telephone calls or Agencies please.**

Visit our website at www.epicinvestmentservices.com for further company details