



Assistant Property Manager – Ottawa

Epic Investment Services is seeking an Assistant Property Manager to join its Property Management Team, located in Ottawa, ON. The Assistant Property Manager will be part of a driven and collaborative team, while receiving the mentorship, knowledge, and experience to develop the skills that will build an exciting career in Property Management.

Your Responsibilities:

- Coordination and support in the compilation and preparation of operating and capital budgets;
- Coordination and support in the compilation and preparation of monthly/quarterly operating reports to the owner (including variance reports, executive summaries, accounts receivable reports, etc.);
- Supervise and direct Property Administrator(s);
- Coordination with the property administrator(s) and accounting department to ensure the accuracy of entries on leases and administration in accounting software;
- The reliability of accounts receivable and follow-up with tenants to ensure timely recovery;
- Supervise the coding of supplier and contractor invoices to ensure accuracy;
- Act as the primary point-of-contact for tenants in matters relating to their accounts, billings, invoices and lease interpretation; support in enforcing lease obligations as required;
- Support for the administration of service contracts;
- Support in the preparation of tenders and contracts;
- Support and participation in conducting property inspections
- Support for the coordination of leasehold improvements, capital projects and tenant in/outflows
- Support for the timely preparation and review of rental notices, ensuring accuracy and in compliance with leases;
- Support for the preparation and review of budget/tenant reconciliations at the end of the year and invoicing;
- The production of work orders according to the approved budget;
- Updating tenants' manuals, property rules and regulations, contractors, and any other internal or external communication for distribution or circulation;
- Coordination of programs for tenants (sustainable development initiatives, health and well-being, fire prevention, emergency procedures, etc.);
- Coordination of events for tenant appreciation;
- Support to and replacement of the property administrator(s) when needed;
- Responding to property emergencies and being on-call, on a rotational basis
- Other duties assigned from time to time;



Requirements:

- At least 3 years of progressive experience in property management within the commercial real estate industry, ideally with a third-party manager;
- Preference given to holders of a bachelor's degree;
- Oriented towards customer service, and concerned about deadlines; team spirit required;
- Positive attitude and recognized to meet or precede deadlines; specific work;
- Sense of accounting and finance an asset;
- Excellent working knowledge of Excel and computerized accounting systems; knowledge and experience of Yardi an asset;
- Autonomous and able to collaborate with the property manager and other staff members;
- Ability to communicate effectively orally and in writing;
- Must be self-reliant, have a strong sense of organization and analytical skills and a desire to learn.

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@epicis.com indicating **“Assistant Property Manager – Ottawa”** 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